



HUNTINGTON PIER COLONY

NEW OWNERS/TENANTS MOVE-IN PROCEDURES

1. Paperwork to the Community Manager

- **New Owners**
 - **Submit your Unit Registration Form to Community Manager prior to your planned move-in date**
- **Tenants moving in.**
 - **Owner to submit Lease Agreement & Unit Registration form prior to planned move-in, to Community Manager for Board Approval**

2. Pay Your Fees

- **Move-In Fee: \$150**
- **Tags for your Vehicles: \$35 per each registered Vehicle & \$35 for activation of each Tag.**
- **Fobs for each Resident: \$35 for each Resident & \$35 for activation of each Fob**

3. Arrange a Move-In date

- a. **Notify the Community Manager of the date you plan to move in**

4. We're ready when you are

- a. **Management has your Unit Registration form, you have paid your move-in fees and you have your Fobs, your vehicles have been tagged. The Security Guard will open the Walnut Vehicle Gate for you when you are ready to move in.**