



HUNTINGTON PIER COLONY

# **NEW OWNERS/TENANTS**

## **MOVE-IN PROCEDURES**

- 1. Paperwork to the Community Manager 7-10 days prior to move-in for Board of Director Approval (all forms are available at [www.Piercolony.com](http://www.Piercolony.com))**
  - **New Owners**
    - **Submit your Unit Registration Form to Community Manager 7-10 days prior to your planned move-in date**
  - **Tenants moving in.**
    - **Owner to submit Lease Agreement & Unit Registration form 7-10 days 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.**