



**MOVE IN/MOVE OUT POLICIES**

- 1. Move-ins are allowed **ONLY** on **Mondays through Fridays, 8:00 am until 5:00 pm.**  
**Note:** No moving during the evenings, weekends, or holidays.

Saturday move-ins may be granted only after a written request is made to Management. If the request is approved, there is an additional \$100.00 fee, payable in advance, and the move **must be accomplished** between the **hours of 8:30 am until 4:00 pm.**

- 2. The Association imposes a non-refundable moving fee (move in/move out) for your combined move-in and move-out. Moving fee must be paid prior to the move-in. The moving fee is as follows:
  - a. Weekdays: Terraces: \$500.00
  - b. Weekdays: Estates: \$250.00
  - c. Saturdays: All Residents: \$Additional \$100.00

- 3. All move-ins/move outs **must be scheduled** with the Management Office 3 business days prior to the move. Failure to pre-schedule the move will result in a fine as per our fees and fine schedule.

- a. **Terraces:**

- i. No moving may be done through the lobby. All move-ins must be done through the rear or side doors of the Terrace buildings.
- ii. Elevators must be padded, and walls protected.
- iii. Management should be provided with a telephone number in order to program the telephone entry system for the Terrace buildings.

- b. **Estates:**

- i. Move in trucks are not to block traffic or multiple parking spaces
- ii. No moving truck is permitted to be on any landscaped or grass area and movers must use the paved area only for transporting items

- 4. A signed copy of this form as well as a completed welcome packet must be completed 5 business days prior to the move in. Once complete you may then obtain your parking stickers, a pool membership, a health club membership, etc.
- 5. Unit Owners are **financially responsible** for any and/or all damages and or violations that occur as a result of the move-in, as per our Fees and Fines schedule.
- 6. Storage containers/pods may be granted on a case-by-case basis only after written approval is made from Management. If the request is approved, there is an additional \$500.00 fee, payable in advance, and the storage container/Pod **must be removed within 24 hours of delivery and only take up 1 parking space.**
- 7. Any structural changes you wish to make in your home, including installation of a washer/dryer, **requires a renovation packet to be completed and approved by Management prior to any work beginning.**

**I HAVE READ AND AGREE TO THE ABOVE MOVE-IN CONDITIONS**

Signature	Unit	Date
Signature	Unit	Date