



PARC AT GATEWAY MOVE-IN/MOVE-OUT PROCEDURES

Scheduling

To schedule your move, you will need to complete a Move In/Out Agreement ("Move Agreement") (See Addendum D) and obtain a move reservation for a specific time for elevator use at least seven (7) days before the move. To schedule your move, call the Association On-Site Manager, Camila Duarte at (801) 830-8002. At the time of your required pre-walk through with our On-Site Manager, you will be issued a lanyard to be worn throughout the entire move- in/move-out process and it will be retrieved by our On-Site Manager after the required post- walk through. Unscheduled moves will not be allowed use of the elevator and are in violation of our Move In/Out Agreement.

Move-in/move-out may be made Monday through Saturday between 9:00 a.m. and 4:00 p.m. Sundays are reserved as a time of quiet enjoyment for all residents. Only 1 move will be scheduled per day.

Your Move

Owners and tenants are jointly and severally liable for all damage done to the Common Areas or another Unit during your move.

Owners who wish to move without a professional moving company may do so providing they meet all of the requirements of the moving companies. This includes, without limitation, (a) signing a Move Agreement and making the move deposit at least 7 days before the move; (b) laying Masonite from the sidewalk through the garage to the elevator and from the elevator door to their Unit, and (c) accompanying the On-Site Manager on walk-through before and after the move.

A \$1,000 damage deposit is required from any Owner or tenant who is not using a moving company. A \$500 deposit is required if a properly licensed and insured moving company is being used for the move. The foregoing deposits are known herein as the "Damage Deposit". \$150 from the Damage Deposit is a non-refundable "Move Fee" to pay the Association's costs in preparing for the move. The remaining portion of the Damage Deposit will be returned if there is no damage to the Common Areas or another Unit.

If you are moving, use either a destination (local) agent for the moving company or have the driver call our On-Site Manager Camilla Duarte at (801) 830-8002) at a minimum of 48 hours in advance to confirm the move date and to ensure availability of the designated move-in/move- out elevator.

A \$500 fine will be levied for propping open any exterior door during a move.

The Association will reserve an elevator for your move for a 7-hour block of time, between 9am and 4pm.

When your furniture arrives, contact the Association's On-Site Manager. Walk with the On-Site Manager and a moving company representative from the point of building entry to your Unit and note any damage that might exist. The On-Site Manager will take photos of selected areas. When your move is completed, contact the On-Site Manager and meet with him again. The walk-through from point of entry to your Unit will be repeated, new damage, if any, noted, photo taken and determination of damage, if any, finalized.

Protective covering (provided by the Association) for the elevator cab walls must be installed during the moving process. It is the mover's responsibility to ensure that these are in place prior to beginning the move and to provide protection for the elevator walls and floor.

The Owner is responsible for all costs caused by the move. Please provide your moving company with a copy of the Move-In/Move-Out Procedures so that they have a clear understanding of the Association's moving requirements.

Parking and Staging

All moves shall take place through the Level 1 rear double doors near the elevators, which is accessed from the townhouse-style Unit garage entrance on 500 West. No moving activity is permitted through the front doors/lobby. Trucks are responsible for parking in compliance with Salt Lake City parking ordinance. At no time, will a moving company or individuals be allowed to stage personal belongings outside the building, in the lobby, or in any hallways.

Moving Liability Deposit

At the time you schedule your move, you must sign a Move Agreement, which is comprised of these Move-In/Out procedures. The Agreement includes your understanding that the Move Fee and Damage Deposit must be on hand with the Association not less than seven (7) calendar days (or less if all steps have been accomplished) prior to the move. This deposit is applicable to all damage, repair, cleaning, losses, or other liabilities incurred as a result of your move. You further, accept complete responsibility for the cost of any damage, repair, cleaning, losses, or other liabilities that may exceed the damage deposit. If no damage has occurred, your Deposit, less the \$150 Move Fee, will be refunded to you following the move.

Suggestions for Moving

1. Make a Plan. You will save time and money if you plan the location of your furniture in your new home before the moving company delivers it.

2. Be sure you know:

a. Your Unit number.

b. The day, date, and time block you are assigned for the move and have verified this with your moving company.

c. The size of the elevators and hallways. Measure your large items to be sure they will fit in the elevator and around tight corners in the halls. The elevator door measurements are approximately 42" wide by 84" high. The elevator cab measures approximately 62" deep by 74"

wide and 9" high. Protective Masonite sheets and wall padding will be installed in those elevators designated as move-in elevators. These sheets further reduce the size of the elevator cab. If you are concerned about whether your furniture will fit in the elevator, please verify the dimensions prior to the day your move is scheduled.

d. The weight capacity of the elevator is 3500 pounds.

e. The stacking of furniture on sidewalks or in the lobby and halls is not permitted.

Boxes and Packing Materials

At the end of the move, or after each day if the move takes longer than 1 day, the corridors and elevator must be cleared of all debris. Packing materials, containers and trash must not be disposed of in the garbage chutes. Packing materials and containers should be flattened and, along with any trash, brought to the Trash Room near the elevator entry area on Level P1/West Side. Please DO NOT jam the trash chutes or leave packing materials and boxes in a disorganized and disorderly manner. Your Damage Deposit is "at risk" for any clean-up by Association staff.

Future Move-ins and Deliveries

In the event you find it necessary to move or have any items delivered that require two (2) or more persons to transport, you must execute a Move Agreement with the management office prior to such a move or delivery. No deposit is required for appliance deliveries, renovations, or moves that do not involve boxes or furniture (suitcases only).

Move IN/Out Violations

A violation of these Move-In/Out Procedures will result in fine of \$500 (unless otherwise noted above), the payment of which shall be secured as a Default Assessment against the Unit and Owner. Any damage or special maintenance expenses for any damage will be separate and in addition to the fine