

MOVING FORM

Please fill out and submit this form along with the necessary documentation and your checks made payable to Vista Del Mar COA. You can either drop off the documents in the resident drop box located outside the Manager's office in the 122 building or mail them to:

Vista del Mar Condominium Association
PO Box 1706
North Myrtle Beach, SC 29572

A Certificate of Insurance from the moving company is required, listing Vista Del Mar Condominium Association (COA) and Ponderosa Management LLC as additional insured parties.

Fees must be settled within three days of the planned move. A refundable deposit of \$2,000 is mandatory if the move does not involve insured movers.

Owner Information

Name : _____

Address : _____

E-mail: : _____ Phone : _____

Moving in or out? In Out Move Date: _____

Moving Company

Name : _____ Phone : _____

Checklist

- Certificate of Insurance
- Move Fee
- Deposit (self-move only)

Please read, sign, and return this Agreement to management before beginning any move.

As an Owner of Vista del Mar Condominium Association, I have reviewed the moving procedures outlined in the Rules and Regulations for Vista del Mar Condominium Association. I acknowledge that a refundable deposit is necessary for any self-move. This deposit covers any damage, repairs, cleaning, losses, or other liabilities incurred during the move. Furthermore, I accept full responsibility for any costs related to damage, repairs, cleaning, losses, or liabilities that exceed the deposit amount. The deposit will be waived if I hire a properly insured moving company. I understand that if I need to cancel or reschedule my move for any reason, I must notify Management at least one business day in advance. I fully understand and agree to all terms outlined in the Move-In/Move-Out Procedures of the Rules and Regulations.

Signature

Date

MEMO TO MOVING COMPANY

Before any move, the Owner and the moving company supervisor need to review these policies. To ensure a smooth experience, please follow these guidelines. If you have any questions, contact Management at krenda@pm-llc.com or 843-839-1985.

The **moving company must submit a current Certificate of General Liability and Workers' Compensation Insurance before the move.** This certificate must list the "Vista del Mar Condominium Association" as an additional insured. Email the certificate to krenda@pm-llc.com.

Limits of Coverage:

- General Liability: \$1,000,000 per occurrence
- Workers Compensation Insurance: \$500,000 per accident

General

- **Smoking is not allowed in the community.**
- Moves can only occur from **8:30 AM to 4:45 PM**, Monday through Friday, excluding holidays. If a move is not completed by 4:45 PM, it will resume on the following business day
- Navigating tractor-trailers through the front gates presents certain challenges and may risk damaging the gates. Consider utilizing a box truck instead
- The Owner and the moving company will be accountable for any damages incurred

Parking

- Park in the front circle with the truck's back facing parking level 1
- Moving trucks must not block garage entries
- **Only park on asphalt, not on pavers, sidewalks, or aprons**

Transporting Belongings

- **Do not leave items in the garages, road, or lobbies**
- **Keep entrance doors closed; do not prop them open**
- Ensure exits are always clear to comply with fire codes
- **Transport items through the garage doors only.**
- Dispose of all boxes off-site
- Use Masonite sheets to protect the lobby floor
- Do not drag furniture. Use dollies or hand trucks (provided by movers)
- No leaning items against walls, doors, elevators, or any other surfaces

Elevator Use

- Use the elevator for one load at a time
- Do not leave belongings unattended in shared spaces
- Request an elevator key from Management to reserve the elevator for use
- Check elevator dimensions before loading large items to avoid damage
- Management will install elevator padding before the move
- Do not remove trim or ceiling panels around the elevator
- The owner is responsible for rekeying costs if the elevator key isn't returned