

MOVE IN AND OUT POLICY FOR MARINA VILLAGE

MOVE IN

Welcome to Marina Village. We are excited to have you join our community.

Whether you are renting or have just purchased a condo the Move In policy is the same.

- 1) Please contact the management company and let them know the following:

What building/unit you are moving to.

What date(s) you will need to move in.

What are your move times, for example 9-1pm.

- 2) When moving in day comes the following is important to note:

Do Not allow moving truck to block openings to the garage doors.

Do Not allow lobby doors to remain open while being unsupervised.

Elevators can be temperamental if doors open to long, move items as quickly as possible into elevators, allowing the doors to close.

- 3) If moving a boat into the Marina you *must* reach out to the management company

With a copy of the following information:

Current boat registration

Boat Insurance naming "*Marina Village Condo Association*" as additional insured as well as documentation that the policy is carrying \$100,000 of general liability.

MOVE OUT

- 4) Please contact the management company and let them know the following:

What building/unit you are moving out of.

What date(s) you will need to move out.

What are your move times, for example 9-1pm.

- 5) When moving out day comes the following is important to note:

Do Not allow moving truck to block openings to the garage doors.

Do Not allow lobby doors to remain open while being unsupervised.

Elevators can be temperamental if doors open to long, move items as quickly as possible into elevators, allowing the doors to close.

Management Company

BP Davis-321-784-2091

1980 N. Atlantic Ave. #701

Cocoa Beach, FL 32931

