

Concerto Lofts Maintenance Corporation**MOVE-IN/MOVE-OUT AGREEMENT**

Please read, sign and return this Move-In/Move-Out Agreement to the Property Management Company or Move-in Coordinator PRIOR to beginning any Move.

I have read the Move-In/Move-Out Procedures for Concerto Lofts. I understand and agree that if damage is incurred as a result of my move, I will accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities. I further understand and agree that if my Move-In/Move-Out requires more than the allotted time that it may be interrupted to allow other scheduled moves.

I understand and agree to all terms as described in the procedures.

Name

Date

Signature

Unit No. _____

MEMO TO MOVING COMPANY PERSONNEL

TO: MOVING COMPANY PERSONNEL
FROM: Concerto Lofts Maintenance Corporation
DATE: _____
SUBJECT: MOVE-IN POLICIES OF Concerto Lofts

These policies should be reviewed by the Moving Company Supervisor prior to the move. Concerto Lofts will only allow moving companies on the property who will cooperate in keeping the building secure and the property damage-free. If the elevator key or any access keys provided by the Association, Property Management Company is lost by the moving company, the company must have insurance which will cover all expenses involved with re-keying, including replacement of cylinders as may be necessary.

In order to make the move go smoothly for you, your customer and Concerto Lofts, please make note of the following policies. If you have any questions about these, policies, please contact the Property Management Company prior to the move.

1. Prior to any Move-In, the moving company must supply the Association with a current Certificate of Liability and Workers' Compensation Insurance for a minimum of \$1,000,000 before the move may start. The certificate(s) must name the Association as an additional insured in the Certificate Holder box at the bottom of the insurance form.

Please mail the certificate to:

C/O Seabreeze Management Company
750 N San Vicente Blvd Suite 800
West Hollywood, Ca 90069

2. A representative of the Association will walk with the moving company supervisor from the point of entry to the building, to the elevator and to the Owners Unit. During this initial walkthrough, any existing damage will be noted on a checklist and signed by the moving company representative and the Association's Representative.

3. The elevator key will allow you to hold the elevator at point of entry and on your customers' floor in order to minimize the time necessary to accomplish the move. NO FURNITURE, BOXES, ETC., ARE TO BE LEFT IN THE COMMON AREAS OR ASSOCIATION PROPERTY.

4. CEILINGS MAY NOT BE REMOVED FROM THE ELEVATOR.

5. It is the responsibility of the Mover to check the actual dimensions of the elevator cabs prior to loading large items into the elevator to prevent damage to the elevator cab finish.

6. IT IS THE RESPONSIBILITY OF THE MOVING COMPANY TO INSURE THAT PROTECTIVE COVERINGS HAVE BEEN INSTALLED IN THE ELEVATOR PRIOR TO THE MOVE. IN THE ABSENCE OF PROTECTIVE COVERINGS ALL ITEMS MUST BE WRAPPED IN MOVING BLANKETS.

IT IS ALSO THE RESPONSIBILITY OF THE MOVER TO PROVIDE MASONITE SHEETS TO PROTECT THE FLOORING BETWEEN THE DRIVEWAY/PARKING GARAGE AND THE ELEVATOR AND BETWEEN THE ELEVATOR AND THE UNIT DURING THE MOVING PROCESS. NO MOVE CAN BEGIN UNTIL THESE PROTECTIVE COVERINGS ARE IN PLACE.

7. UNDER NO CIRCUMSTANCES MAY FURNITURE OR OTHER BELONGINGS BE DRAGGED ACROSS THE HALLWAYS OR OTHER ENTRY AREA FLOORS. Dollies or handtrucks must be used at all times. The Coronado Maintenance Corporation's equipment (dollies, handtrucks and vacuums) will not be provided by the Association.

8. Moves are scheduled from 8:00 am to 6:00 pm, Monday through Friday ONLY. No moves are allowed on Saturdays Sundays nor on the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur and Christmas Day.

9. When the move is completed, the walkthrough inspection will be repeated and any new damage noted at that time and acknowledged by the signature of the moving company supervisor and the Association's Representative. Refusal of Moving Company to sign Walk-through inspection does not relieve Moving Company of responsibility for any damage incurred.

10. Should a moving vendor disregard any of the above policies, his/her moving company will not be allowed future access to the community.

Concerto Lofts Maintenance Corporation
MOVING PROCEDURES ACKNOWLEDGMENT FORM
(MOVING COMPANY)

I have read, understand and agreed to fully comply with the Move-In/Out Policies of Concerto Lofts. Without limiting the foregoing, I agree that the company specified below will (a) be required to register with the Property Management Company and provide certificates of insurance prior to any Move-In, (b) park in the designated parking area, (c) be required to return any keys provided by the Property Management Company, and (d) be responsible for any damage caused to the Project as a result of the move. I further acknowledge that the Property Management Company may (but should have no obligation to) take photographs before and after the move to document the property condition before and after the move.

This form is to be signed by the Supervisor assigned to the move by the Moving Company and returned to the Property Management Company prior to any move-ins.

Signature of Moving Company Supervisor

Date

Moving Company Name

Residential Unit Owner Name

Unit # _____