

## MOVING & DELIVERY POLICY

1. Moving/delivery times are as follows:
  - \*Monday through Friday, 8:00 A.M. to 5:00 P.M.
  - \*Saturday, 8:00 A.M. to 1:00 P.M.
  - \***Sunday** – Absolutely **no moving or deliveries are allowed**, with the exception of food deliveries.
2. Moves, in or out, will require a \$500.00, fully refundable, security deposit in the form of a check or money order made payable to the Association. Management must have this payment and the Moving/Delivery Form in their possession prior to any move.
3. All move-in's/out's require a walk through of the building with the Superintendent to avoid any discrepancies or claims.
4. Request forms must be completely filled out and submitted to the Superintendent **one (1) week prior to your move and three (3) days prior to delivery of items.**
5. Moving times must be scheduled and approved by the **Superintendent only.**
6. **No move-in's/out's, or deliveries, will be permitted without the approved request form and proper notification.**
7. Any **unauthorized moves or deliveries** will be assessed an initial **fine of \$150.00 and \$300.00 for all subsequent violations**, which will be subject to late fees and penalties. All expenses incurred will be applied to the unit owner.
8. If an owner/resident **exceeds the moving hours**, they will be assessed a **fee of \$150.00**. Owners are responsible for the actions of their tenants.
9. Only one (1) move per day will be permitted, no exceptions!
10. All deliveries and pick-ups are handled like a move; all of the above rules and regulations apply.

Please note that you are responsible for your movers. Any damage caused by your moving company will be your responsibility. It is up to you to settle the damage disputes directly with your mover, not the Association.