

CITYPLACE SOUTH TOWER CONDOMINIUM ASSOCIATION

MOVE IN/MOVE OUT AND DELIVERY POLICY

No move-ins/outs or deliveries will be allowed through the Main Lobby. All move-ins/outs will be processed through the designated elevators. You must notify your moving company of this and verify that they have adequate transportation to move construction materials and furnishing from the receiving area to the appropriate elevators. There may be limitations to the size of furnishing and construction material transported on the designated elevators. Please contact the management office prior to delivery for the specific dimensions of the designated elevators.

22.3 Moving and Fees

(a) A move is defined as furniture, appliances or boxes taken to a Unit that requires three or more trips on an elevator utilized exclusively for a specific Unit in any 24-hour period. All Owners/Residents requiring the use of a service elevator must comply with the current Move-in/Move-out and Delivery Policies.

(b) A non-refundable fee of \$150 for exclusive use of the elevator is required prior to the move and covers the background, administrative, clean up and additional staffing costs incurred by the Association. A refundable \$1,000 security deposit is required at the time of reservation.

(c) Moves require a minimum seven (7) day advanced reservation of the elevator. Accommodations will be made, if possible, for shorter notice moves. Reservations are made in 3 ½ hour blocks from 9:00am to 12:30pm and 1:00pm to 4:30pm, Monday through Friday (holidays excluded). The move must be completed, and the movers must be out of the building by 5:00pm.

(d) When using the services of a moving company, a Certificate of Insurance from the vendor listing the Association as additional insured, must be submitted prior to the date of the move. The Association requires comprehensive general liability insurance with General Liability coverage in the minimum of One Million Dollars (\$1,000,000) combined single limits, Workers Compensation Insurance and Automobile Liability as required by State Law.

22.4 Deliveries

(a) Deliveries are defined as furniture, appliances or construction materials taken to a unit that can be transported in two or less trips on an elevator utilized exclusively for a specific Unit in any 24-hour period.

(b) Owners/Residents may bring in their own personal delivery of items purchased during the course of normal shopping, such as groceries, small appliances, televisions, stereos, or other household items, as long as the items fit easily inside a luggage cart provided by the Association. The elevator cannot be used exclusively for the personal delivery and the personal delivery cannot interfere with the day-to-day activities of the Association or other Owners/Residents.

(c) All deliveries from vendors must be scheduled with the Association and performed during normal delivery hours as stated in the current Move-in/Move-out and Delivery Policies. All deliveries from a

vendor require a minimum 24-hour notice and reservation of the elevator. Deliveries can be made only between 9:00am and 4:30pm, Monday through Friday (holidays excluded). The delivery must be completed, and the workers must be out of the building by 5:00pm.

(d) A refundable \$1,000 security deposit is required at the time of reservation.

(e) When using the services of a delivery company or vendor, a Certificate of Insurance from the vendor listing the Association as additional insured, must be submitted prior to the date of the move. The Association requires comprehensive general liability insurance with General Liability coverage in the minimum of One Million Dollars (\$1,000,000) combined single limits, Workers Compensation Insurance and Automobile Liability as required by State Law

Acknowledgement by Unit Owner/Lessee:

I acknowledge receipt of the “Move-in/Move-out and Delivery Procedures” and understand that as Unit Owner/Lessee, I am liable for the expense of fines, damages, repairs and other related expenses, etc. due to negligence of my agents or employees. I hereby agree to comply with all of the above requirements and to cause my moving and delivery personnel to comply with these requirements.

Unit # _____

Date _____

Print Unit Owner Name _____

Unit Owner Signature(s) _____