

# AMBASSADOR EAST

## OWNERS MOVING IN/OUT POLICY

The move in/out policy is clear and easily implemented. The policy takes into consideration the interests of the people moving in/out as well as the interests of the owners.

This policy was approved by the board.

The owner moving must request and turn in a **Moving Request Form** from and to the management company five (5) days before the planned moving date. This will allow the maintenance committee to place pads in the elevator to protect the walls from any potential damage and/or to arrange any oversight that may be needed.

Owners moving in or out of their unit will be required to write a \$500 check prior to making that move. This check is to be made payable to "Ambassador East Condominiums". This check will be held and not deposited, unless there are costs to the association for the repair of any damage or other situations that create costs that are directly related to your move. Any damages in excess of the \$500 will be billed to the unit owner via special assessment.

A second non-refundable check for \$100 is to be made payable to Ambassador East Condominiums and will be deposited directly into the condominium checking account. This fee is for any oversight of the moving in/out process, wear and tear on the building, and inconvenience it may cause residents.

Moving cannot occur unless the owners (new or past) or owner's proxy are present to supervise the move.

Moving on Sundays and holidays is highly discouraged!

Moving is to occur between 9 AM and 8 PM.

Items being moved in or out are to go through the garage using the elevator. It is also permissible to use the entrances on either end of the building. The same holds true for deliveries of things such as appliances, furniture, or mattresses. The elevator is not to be held up for long periods, as others need to have access. When using the end entrances of the building, the truck is to be parked out of the driving lane and be clear of our entrance. When using the garage entrance, moving vans must park on the far side of the driveway, away from the building to prevent blocking of traffic.

**Movers or delivery people may never use the front entrance.**

All areas in the building, garage, and driveway must be kept open and free of items in order to allow residents and guests safe access at all times.

Movers must be prepared with hand trucks and 4-wheel dollies to move items.

All debris from the move is to be appropriately discarded. Do not place any furniture or carpet in our dumpster; do not dispose of moving debris through the trash chutes or into the trash bins beneath the chutes. Boxes and packing materials may be placed into the dumpster after boxes are broken down. If the dumpster is so filled to cause an extra emptying, the cost of this will be passed on to the moving owner.

Any required fees not paid will be collected per special assessment against the owner who bears all responsibility for moving and the cost, fees, violations and/or assessments therein.