



# Briargate at Seventeenth Avenue Owners Association, Inc.

## MOVE-IN/MOVE-OUT AGREEMENT

1. Move-ins and move-outs include the moving of furniture, carpeting, boxes, appliances, etc. where the total pieces exceed eight. All move-ins and move-outs must be scheduled in advance through the Property Management Company. A written request needs be faxed or delivered to the management company at least three (3) days prior to requesting a move-in or move-out time. If your move is taking place in multiple phases, (over several days) only one written agreement and \$200.00 deposit is required.
2. **Move-ins and move-outs are permitted only during the hours of 8:00 a.m. until 4:00 p.m Sunday to Saturday.**
3. No one is permitted to move-in or move-out through the front entrance or through the fitness room. All move-ins and move-outs should occur through the garage only.
4. A \$200.00 deposit is required for each move-in and move-out. \$100.00 of this deposit is refundable after inspection by the Property Management Co. that repairs, clean up or damage caused by Residents or their contractors is not necessary as a result of moving in or out. An Owner's liability for damage is not limited to the amount deposited. The Association reserves the right to pursue the Owner for damages that exceed the deposit. In the event the Association prevails in obtaining a judgment, the Owner will also be liable for the costs, including attorney fees. If an Owner violates these rules, the Owner will be notified of a hearing to determine the Owner's liability for any damages.
5. Deliveries or pickups of less than eight (8) pieces which are handled by a professional delivery service or an individual are not considered a move. Any delivery or move of eight (8) or more pieces is considered a move and execution of this agreement and payment of the damage deposit are required. If damage occurs, an Owner is liable for all costs for repairs, clean up or damage caused by themselves or their contractor regardless of the number of pieces.
6. Once approval for the move is given by the Property Management Company, the owner/resident can obtain the three (3) pads for the elevator walls and hanging hooks the day of their move **from the elevator equipment room located in the garage directly behind the elevator.** The pads must be hanging in the elevator during the entire move.
7. **To locate the elevator equipment room, exit the elevator at the garage level, take an immediate right and another right.** The key to the elevator equipment room is in a lock box with the combination. Owner/residents moving in or out are responsible for immediately returning the pads and hooks to the elevator equipment room after their move.  
Note: Once the approval is given for the move, the Property Management Company will provide the owner/resident moving in or out of the building with the **combination code to the elevator room. COMBO: \_\_\_\_\_**
8. Three (3) pads for the elevator walls must be in place for the entire move, and not remain in the elevator longer than a 24-hour period. If the move extends beyond 24 hours, the Owner/Resident moving in or out should remove the pads and hooks from the elevator while the move-in or move out is not occurring and replace the pads when the move resumes. The Owner/resident assumes responsibility for the pads and hooks until they have been returned as instructed in Item #8.
9. Park the moving truck on the South side of the driveway ramp allowing room for cars to pass on the North side. Install the wheel chocks behind the moving truck to keep it from moving backwards. Owners must place **the orange traffic cones on the round spots marked on the garage floor** to create a lane to be used for moving furniture (see drawing on page 2 of this form). **Turn on the yellow flashing warning light** to warn vehicles of pedestrians on ramp.
10. Open garage door and turn the power off on the opener to hold the door in the open position.
11. Once the move is completed, the owner/resident moving in or out should remove and return all three (3) pads and black mounting hooks and the traffic cones to the elevator equipment room. Once this is completed, a letter should be faxed by the owner/resident moving in or out to the Property Management Company confirming that the pads and hooks have been returned. After each move, the Property Management Company will verify that the pads and hooks have been properly returned.
12. Failure to complete a move-in/move-out agreement prior to the move, failure to use or return elevator pads or failure to complete any provisions of this agreement will result in an additional \$200.00 fine.

If you have any questions, please contact the property management company. I have read and agreed to the above rules and regulations. I understand that my responsibilities as outlined above.

Requested Date/Time of Move (Please indicate each date if your move is taking place over several days)

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Briargate at Seventeenth Avenue Owners Association

\_\_\_\_\_  
Date

# MOVE INSTRUCTIONS

