



MOVE-IN/MOVE-OUT PROCEDURES

The purpose of the City Walk Moving Policy is to ensure an orderly transition of household effects entering or leaving the building. The procedure contained herein are intended to protect City Walk property, to provide for minimal disturbance of City Walk residents, and to help avoid scheduling conflicts through advanced planning.

City Walk has no service elevators; therefore care must be taken to ensure that a move requiring the use of elevators does not unduly restrict or prevent residents from access to their unit. For this reason, only one elevator can be utilized for moving on any given day. Care must also be taken to ensure that emergency personnel (medical, fire, etc.) have access to elevators at all times.

It is the responsibility of all owners of City Walk unit to ensure that they and their tenants are aware of the moving policy/procedures and will adhere to them. In all cases, the owner is liable for any fine(s) or assessments that may result from a violation of the moving policy.

DEFINITIONS

A move is defined as any delivery or removal of an occupant's possessions into or out of a City Walk unit.

A move requires advanced notice to the City Walk on-site Resident Services Coordinator.

A move requires a refundable security/damage deposit and a non-refundable administrative fee, according to the City Walk fee schedule and depending on the location of the unit within the building.

A move requires protective measures to be taken for City Walk Common Areas, including stairs, elevators, walkways, courtyards, patios and garage areas.

EXCEPTIONS

Temporary tenants, roommates, or guests may bring/remove personal items such as luggage or other small person items (small appliances, boxed items, etc.) that can be carried by one person and do not require more than 30 minutes to complete.

Furniture pick up or delivery that can be accomplished within 1 hour is exempted from the majority of the moving policy but is subject to City Walk "Furniture Deliveries and Removal" procedure (later in this document).

If there is any question as to whether your situation is an exception, contact the on-site City Walk Resident Services Coordinator in the Market Street Lobby.

PRIOR TO YOUR MOVE

Moves must be scheduled through the on-site Resident Services Coordinator at least seven (7) days in advance. At that time, you should review any questions that you might have regarding the Move-In/Move-Out procedures.

Prior to your move, you must submit a Move-In/Move-Out Agreement which may be obtained from the on-site Resident Services Coordinator. At the time you scheduled your move, you must sign the Move-In/Move-Out Agreement stating that you understand that a non-refundable fee plus a deposit in the amounts set forth in the Board's fee schedule must be delivered to the Property Management Company.

All applicable deposits and fees must be paid five (5) business days prior to moving. The deposit is applicable to all damage, repair, cleaning, losses, or other liabilities and charges incurred as a result of the move. Fees are assessed to cover costs associated with the move (see "Moving Fees and Scheduling" below). **Please note:** Security deposit notwithstanding, the Unit Owner has total responsibility for the cost of any damage, repair, cleaning, losses, or other liabilities that are incurred as a result of the move.

IF AN OWNER, RESIDENT, OR MOVER ATTEMPTS TO BEGIN A MOVE WITHOUT A PRIOR RESERVATION, THE MOVE WILL NOT BE PERMITTED TO PROCEED.

MOVING FEES AND SCHEDULING

A mandatory security deposit is applicable to all moves. This deposit is \$350.00 and may be refundable based upon results of the inspection (for damage) of the building after the move has taken place. The on-site Resident Services Coordinator will conduct a pre-move and post-move walkthrough inspection with you to ensure that a fair assessment is made of any damages caused by the move.

In addition to the refundable deposit, **there will be a non-refundable fee of \$200.00 for moves scheduled Monday-Friday** for the following:

Administrative Moving Fee: *All owners and tenants are required to pay an Administrative Moving Fee for moves to and from all units.* This fee is used to offset the cost and time of scheduling, monitoring, and conducting pre/post inspections.

Elevator Usage Fee: *The elevator usage fee is required for all 3rd and 4th floor units as well as any 1st floor unit using an elevator during a move.* This fee is to offset the cost and time to install/remove protective pads in the elevator.

Main Door Security Guard Fee: *A Security Guard fee will be required for any move that will make use of any of the four main building access doors.* The purpose of the guard is to monitor access to the building while the main doors are not secured because of the move. The guard will request that all persons entering City Walk use fobs at the access point or call the unit from

the call box even if the doors are opened. The purpose of this is to discourage unauthorized access to the building.

TIMES YOU MAY MOVE

Regular Move-In/Move-Outs will be conducted between 9:00 a.m. and 5:00 p.m. Monday – Friday, excluding times that the on-site Resident Services Coordinator is not available. Saturday moves can be arranged if necessary. **There will be an increased refundable security deposit of \$700.00 and an additional weekend fee paid directly to a third party vendor at a cost of \$150.00, plus the \$200.00 Move-In Fee paid to the City Walk Association for moves occurring on Saturday's as set by the Board.** Additionally, the person(s) moving must make arrangements with the Property Management Company to have a Moving Coordinator present during the move. The mover is responsible for paying the Moving Coordinator fee directly to the Property Management Company. No moves will be allowed on Sundays.

MOVING COMPANY

You, as the Unit Owner or tenant, you are fully responsible for any damage done to the Common Area or Association Property during your move. Because of this liability, all moving companies hired by Residents must carry their own insurance to cover such damage. You or your moving company must deliver a current certificate of liability and workers' compensation insurance, naming the Association as an additional insured, to the Property Management Company before your scheduled move. No moving company will be permitted entry into City Walk without first providing such certificate of insurance.

If you plan to move from out of state, please use both a destination (local) agent for the company and instruct the driver to call the Property Management Company a **minimum of seven (7) business days in advance** to coordinate the time of arrival and to ensure availability of the designated elevator.

Please provide the moving company with a copy of the attached **Memo to Moving Company Personnel**, which may be obtained from the Property Management Company to ensure they have a clear understanding of the Association moving requirements. Owners who wish to move in without using a professional moving company may do so providing that they meet all the specified requirement of moving companies.

FURNITURE DELIVERIES AND REMOVAL

Residents receiving or removing large items (any item that must be carried by two or more people) into or out of a unit must contact the on-site Resident Services Coordinator to schedule the delivery/removal and complete and Move-In/Move-Out Agreement form. The elevator may not be used without first notifying the on-site Resident Services Coordinator and providing the Move-In/Move-Out Agreement. Arrangements should be made with the on-site Resident Services Coordinator at least 24 hours in advance. The owner of the item(s) to be delivered/removed is responsible for ensuring necessary padding and protection materials are used as needed. At the time your delivery arrives (or is picked up in the case of removal), it is your responsibility to contact delivery/removal as necessary with the on-site Resident Services Coordinator.

Depending on the type of items involved in the delivery/removal, the Property Management Company may require a before and after walk through in the areas of City Walk leading to the applicable Condominium. Each resident is responsible for any and all damage(s) sustained to any Common Area, Association Property, and/or other Condominium caused by its delivery/removal. For example, this includes, but is not limited to: costs to repair/repaint corridor walls, floors, and/or damage to the elevator. The Association will perform any necessary repairs to the Association Property and/or Common Area and charge the Unit Owner. Owners are advised to ensure that their tenants comply with this provision since the Association will charge the Owner for all such costs. Tenants are not members of the Association and Owners are responsible for the actions of their tenants. Claims made against a delivery company or any other individual involved in a delivery are at each Resident's discretion.

SUGGESTIONS FOR MOVING PREPARATION

Make a plan: You will save time and money if you plan the location of your furniture in your new home before it is delivered by the moving company. Additionally, you are required to obtain the requisite insurance for your Condominium required under the Declaration before your scheduled move in to cover any damage to City Walk that may occur during your move. You will be liable to the Association for any and all damage caused to City Walk whether such damage was caused by you or your moving company.

Be sure you know:

1. Your unit number.
2. The day, date, and block of time you are assigned for the Move-In/Move-Out and have verified this with your moving company.
3. The size of the designated moving elevator and hallways. **THE FINISHES ON ELEVATOR AND HALLWAY WALLS ARE EASILY DAMAGED AND EXPENSIVE TO REPAIR.** Measure your large items to be sure they fit through the standard door opening and elevators before moving them.

After moving in:

1. **BOXES AND PACKING MATERIALS:** At the end of the move, the hallways and elevators must be cleared of all debris. All large trash and debris that does not fit in the dumpsters must be disposed off-site
2. **Any Owner who disregards this regulation by leaving packing materials and boxes in the hallways will be required to cover the cost of having a contractor remove this nuisance and fire hazard.**

Please remember the intent of these guidelines is to assure the enjoyment of all and to minimized damage to the Common Areas. Thank you for your efforts and consideration.