



MOVE-IN/MOVE-OUT PROCEDURES

PRIOR TO YOUR MOVE

To insure proper scheduling and availability of the move-in elevator designated for your move, please contact the Property Management Company at your earliest opportunity to reserve a time(s) for your move-in. At that time you should review any questions that you might have regarding these Move-In procedures. You must also submit a Move-In/Move-Out Agreement which may be obtained from the Property Management Company prior to your move.

MOVING FEE AND SCHEDULING

Each Owner must schedule their move-in date. If an Owner uses a moving vendor or method besides the Association's pre-qualified vendor, a deposit of \$500 will be required.

After the initial move-in when the building opens, at the time you schedule your move, you must sign the Move-In Agreement stating that you understand that a non-refundable fee of \$250 plus a deposit of \$500 must be delivered to the Property Management Company Office five (5) working days prior to the scheduled move-in. The deposit is applicable to all damage, repair, cleaning, losses or other liabilities and charges incurred as a result of the move. Additionally, the Owner accepts total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit. The deposit will be waived if the Owner utilizes the Association's pre qualified moving vendor.

TIMES YOU MAY MOVE

After the initial move in when the building opens, Move-In/Move-Outs will be conducted between 8:00 a.m. and 5:00 p.m. daily, Monday through Saturday, except for the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur and Christmas Day. Sundays are reserved as a time of quiet enjoyment for all residents and therefore no moving is allowed on Sunday. An appointment to schedule a move-in or move-out of the building must be made seven (7) working days in advance of the move to insure access to the elevator within a specific timeframe and day. Please contact management to schedule moves and deliveries and to obtain an access key from the Property Management Company. Unscheduled moves will not be allowed use of the elevators.

PARKING

If you are using a professional moving company, be sure to inform them that it will be necessary to park large moving trucks in the areas designated by the Property Management Company. As certain areas must be kept free of parked vehicles it is essential that the arrival time of moving vans be confirmed with the Property Management Company. If you have any questions or concerns about the size of the vehicle you intend to use, please discuss this matter with the Property Management Company PRIOR to the day of your Move-In.

BARKER BLOCK HOMEOWNERS ASSOCIATION MOVE-IN/MOVE-OUT PROCEDURES

Page 2 of 3

INITIAL MOVE-IN

Your Moving Company

Please choose your moving company carefully! You, as the Unit Owner, are fully responsible for any damage done to the Common Area or Association Property during your move. Because of this liability it is important that the moving company carry its own insurance for such damage.

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

Owners who wish to move in without using a professional moving company may do so providing they meet all the requirements of the moving companies, i.e., scheduling the elevator seven (7) days in advance of the move and accompanying the Association's Representative on walk-throughs before and after the move.

An elevator can be reserved for your movers for up to an eight hour block of time. *Please note that the elevator can be reserved up to a four hour block of time for initial move-ins during the sell out of the building.* In order to allow the elevator to be held to one floor, the Mover must register with the Property Management Company which will provide the Mover with a key allowing the Mover to take the elevator out of service and a key for the Common Area. These keys must be returned upon completion of the move. Failure to return such keys may entitle the Association to retain the Owner's deposit.

THE MOVING COMPANY MUST PROVIDE PROTECTIVE COVERING FOR THE ELEVATOR CAB WALLS DURING THE MOVING PROCESS. IT IS THE MOVER'S RESPONSIBILITY TO ENSURE THAT THESE ARE IN PLACE PRIOR TO BEGINNING THE MOVE. IN THE ABSENCE OF PROTECTIVE COVERINGS, ALL LARGE ITEMS MUST BE WRAPPED IN MOVING BLANKETS. ADDITIONALLY, MASONITE MUST BE PROVIDED BY THE MOVING COMPANY TO PROTECT THE COMMON AREA HALLWAY CARPETING.

NO MOVES WILL BE PERMITTED IF THE PROTECTIVE COVERINGS ARE NOT FULLY IN PLACE. THE OWNER IS RESPONSIBLE FOR ALL COSTS FOR REPAIRS NECESSITATED BY THE MOVE.

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.

Be Sure You Know:

- Your Unit number.
- The day, date and the block of time you are assigned for the Move-In/Out and have verified this with your moving company.

BARKER BLOCK HOMEOWNERS ASSOCIATION

MOVE-IN/MOVE-OUT PROCEDURES

Page 3 of 3

- The size of the designated moving elevator and hallways. The elevator door in building 4 measures 48” wide and the interior portion of the elevator measures 84” x 45”. The height of the elevator is 7’-8”. **THE FINISH ON THE ELEVATOR AND HALLWAY WALLS IS EASILY DAMAGED AND EXPENSIVE TO REPAIR.** Measure your large items to be sure they fit through the standard door openings and elevators.
- At no time are the front doors to the building to be left open.
- All move-ins and deliveries to building 4 must be brought in through the entrance located in the alley behind the building, which is accessible from Molino Street. **AT NO TIME SHOULD THE FRONT ENTRANCE TO THE BUILDING BE USED FOR UNLOADING OF EQUIPMENT OR FURNITURE.**

AFTER MOVING IN

Boxes and Packing Materials

At the end of the move the hallways and elevator must be cleared of all debris.

All trash and debris must be carried off-site on a daily basis by your moving company. The trash dumpsters inside the garage may not be used for disposing of debris. Please contact the Property Management Company for further details.

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.

FUTURE MOVES & DELIVERIES

In the event that you find it necessary to move or have any items delivered that require two (2) or more persons to transport, you must file the Move-In/Move-Out Agreement with the Association prior to such a move or delivery and schedule the delivery/move with the Property Management Company in advance. A walk-through before and after the move will be conducted with the individual or individuals making the move or delivery.

Please remember the intent of these guidelines is to assure the enjoyment of all and to minimize damage to common areas. Thank you for your efforts and consideration