



MOVE-IN/MOVE-OUT PROCEDURES

PRIOR TO YOUR MOVE

To ensure proper scheduling for your move, please contact TriProvide Moves Coordinating Services at your earliest opportunity to reserve a time(s) for your move. At that time you should review any questions that you might have regarding these Move-In procedures. The Owner is responsible for signing and returning the Move Agreement to Action Property Management prior to the move.

MOVING FEE AND SCHEDULING

Each Owner or their Tenant must schedule their move date. At the time you schedule the move, the Owner must sign the Move Agreement stating that you understand that a non-refundable fee of \$200 (check only made payable to TriProvide Moves) plus a refundable deposit of \$500 (check only made payable to Barker Block HOA) will be collected no later than 48 hours prior to the move. 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.

TIMES YOU MAY MOVE

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. A rush fee applies for moves not scheduled more than seven (7) days prior to the move. 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.

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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 the 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 or their Tenants who wish to move in or out 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.

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.
- 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 any doors to the building to be left open.**
- All moves 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

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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, the Owner 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.



B A R K E R

B L O C K

**BARKER BLOCK HOA AGREEMENT
OWNER RESPONSIBILITY FOR MOVE-IN/MOVE-OUT**

Owners, please read, sign and return this Move-In/Move-Out Agreement to the Property Management Company PRIOR to beginning your move, or that of your tenant(s), for which you are also responsible.

As an Owner of the Barker Block Homeowners Association, I have read the Move- In/Move-Out Procedures for Barker Block located within the Residential Handbook for Barker Block.

I understand that a non-refundable fee of \$200 (check only made payable to TriProvide Moves plus a refundable deposit of \$500 (check only made payable to Barker Block HOA) must be provided to the moving coordinator (7) business days prior to the scheduled move-in/move-out. The deposit is applicable to all damage, repair, cleaning, going over the allotted move time, losses or other liabilities and charges incurred as a result of the move. Additionally, as the Owner, I accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit. If a Tenant is involved, I may pass on that cost to the Tenant.

I further understand and agree that if the Move-In/Move-Out requires more than the allotted time, the move may be interrupted to allow for other scheduled moves. In addition, I may be charged additional fees for exceeding my allotted time. In addition, penalty fees at a rate of \$37.50/hr. may be charged for exceeding the allotted time.

I understand that if for any reason, I, or my Tenant, need to cancel or reschedule the move; I must inform Management at least 48-hours in advance. Failure to do so will result in a rescheduling/cancellation charge of \$75.

I understand and agree to all terms as described in the Move-in/Move-out Procedures of the Residential Handbook.

Unit Owner(s) Name (print)

Date

Owner Signature

Unit No. _____

Please send your completed form to:

*Professionally Managed by Action Property Management, Inc.
530 S. Hewitt Street, Los Angeles, CA. 90013
Email: NTaylor@ActionLife.com
www.BarkerBlockHOA.com*