



MOVE & DELIVERY PROCEDURES

BEFORE YOUR MOVE

Please review the Association's move or delivery services guidelines and the applicable fees or deposits. The Association requires that moves be coordinated through a third-party vendor who will assist with scheduling and supervising such services. Contact JLS Move Solutions at your earliest opportunity to reserve a date and time for your move. JLS Move Solutions can be reached at (310) 948-5696, via email at bookla@jlsmovingsolutions.com, or visit their website at www.JLSmovingsolutions.com.

MOVE FEES

The moving party whether Owner or Tenant must sign a Moving Service Agreement which provides for acknowledgment of a \$250.00 non-refundable fee (payable to JLS Move Solutions) which covers a 4-hour service window, plus a refundable deposit of \$500.00 (check payable to Barker Block HOA) which will be collected by the assigned JLS Move Coordinator the day of your move. The deposit will be applicable for damages, repairs, cleaning, losses, other liabilities, and extra charges incurred due to the move, including overtime service hours. The Owner and/or Tenant is responsible for the extra charges that may apply as noted above.

Moves exceeding the initial four hours are subject to additional fees of \$75.00 per hour. Failure to cancel or reschedule a move at least 48 hours in advance will result in a penalty fee of \$100.00. JLS Move Solutions will provide an electronic payable invoice for the additional applicable fees.

SCHEDULING

Move services must be scheduled at least seven (7) days in advance to ensure your access to the loading dock and designated elevator on a specific date and time. A rush fee of \$100.00 applies for moves scheduled with less than seven (7) days' notice.

Move services may be coordinated Monday through Saturday between 8:00 a.m. and 5:00 p.m., except for New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur, and Christmas Day. Sundays are respected as a time of quiet enjoyment for all residents; therefore, no moves are allowed on Sundays.

INSURANCE REQUIREMENTS

The Barker Block Homeowners Association requires a Certificate of Insurance to be submitted by the contracted Moving Company, the respective Owner, or the Tenant. The certificate must be submitted to JLS Move Solutions 48 hours before the scheduled move date.

The endorsement must include the following:

- General Liability and Workers' Compensation Insurance for a minimum of \$1,000,000
- Additional Insured: Barker Block Homeowners Association [510 or 530 S. Hewitt Street] or [527 Molino Street] Los Angeles, CA. 90013.

BARKER BLOCK HOMEOWNERS ASSOCIATION MOVE & DELIVERY PROCEDURES

Page 2 of 2

PARKING

Please notify the on-site management team if your movers require additional parking for vehicles other than one (1) moving truck. Certain areas must be free of parked vehicles. Street parking for vendors or guests is available on S Hewitt Street or Molino Street.

INITIAL MOVE-IN

Your Moving Company

Please choose your moving company carefully. You are fully responsible for their actions and/or damages to the Association's property that may occur during their service time. Because of this liability, it is important that the moving company carry its insurance for such damage.

Any resident who wishes to move without using a professional moving company may do so provided they meet the same requirements for moving companies, i.e., scheduling service seven (7) days in advance, having insurance coverage, and completing a pre- and post-service walkthrough. Please contact the on-site management for more information.

SUGGESTIONS FOR MOVING PREPARATION

- The finish of the walls in the elevators and hallways is easily damaged and expensive to repair. If you have large furniture pieces, be sure the movers measure them to ensure they fit through the standard door openings and elevators.
- Movers may not leave any access doors propped open and unattended at any time.
- Movers may not use the main entry gates or other access doors to unload equipment or furniture without prior approval from the on-site management team.

AFTER MOVING IN

Boxes and Packing Materials

Boxes must be broken down and disposed of in the recycle bin located at the first-floor trash rooms designated for each building. **DO NOT PLACE BOXES OR LARGE ITEMS IN THE TRASH CHUTES.** Placing such items in the trash chutes clogs the system, which prevents other residents from disposing of their trash. The association's janitorial provider may apply additional charges for extra services.

Contact the on-site management team to coordinate services for large items to be picked up by the waste company. Per item disposal fees apply to the individual resident per the waste company's fee schedule.

FUTURE MOVES & DELIVERIES

Moves or deliveries consisting of large furniture items or more than three items that require two (2) or more persons to transport should be scheduled in advance through JLS Move Solutions. If you have any questions regarding specific deliveries, please contact the on-site management team.



B A R K E R

B L O C K

**BARKER BLOCK HOA AGREEMENT
OWNER RESPONSIBILITY FOR MOVE SERVICES**

As an Owner or Tenant of the Barker Block Homeowners Association, I have read the Move-Procedures and acknowledge the specific guidelines and fees that may apply.

I understand that a non-refundable fee of \$250.00 (payable to JLS Move Solutions via the electronic payment system) and a refundable deposit of \$500.00 (check payable to Barker Block HOA) will be collected by the assigned JLS Move Coordinator on the scheduled move date.

I understand the deposit is applicable for damages, repairs, cleaning, losses, or other liabilities and extra charges incurred due to the move, including overtime service hours.

Additionally, as the Owner or Tenant, 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 occupies this property, the Owner will be held liable for such damages or losses for which the Association incurs additional fees to repair. The Owner may pass such fees to their respective Tenant.

I further understand and agree that if the move services require more than the allotted time, the move may be interrupted to allow for other scheduled moves. In addition, I may be charged additional fees of \$75.00 per hour for exceeding my allotted time.

I understand that if, for any reason, the move needs to be canceled or rescheduled, I must provide notice at least 48 hours in advance. Failure to do so will result in a penalty fee of \$100.00 (payable to JLS Move Solutions).

I understand and agree to all terms as described in the Move Services Agreement.

Owner/Resident Name

Date

Owner/Resident Signature

Unit No. _____

Please send your completed form to: BBMoves@ActionLife.com