

MOVE-IN FORM

Bldg.	Unit	Pets?	Vehicles?

Name:

BLDG # Unit # :

Phone # :

Moving Company:

Date of Move :

I agree to follow all rules governing moves out of The Colonies and to the following:

- **Moves must be made through the garage using the elevator or stairwell;** garage and parking spaces for other vehicles may not be impeded; the movers are not permitted to drive on the grass.
- The elevator will be batch loaded and unloaded and NOT HELD while being loaded or unloaded piece by piece. All moving materials will be taken to the garage and placed in the dumpster after being broken down (not left on the trash room floor or stuffed into the trash chute).
- The common areas will be cleaned upon completion of move.
- I understand that the cost for repairs of damage and/or clean up occurring to the common areas during the move will be charged to the Co-owner's account.

Please mark one: ☐ Owner ☐ Tenant Signature: _____

- Move-In Weekday Fee: \$200 9:00 AM – 6:00 PM
- Move-In Saturday Fee: \$400 9:00 AM – 6 PM
- Move-Ins not allowed on Sundays or Holidays.
- All moves must be made through the garage and not through the lobby.
- Move-In forms: forwarded to the office 2 days in advance of the move-in date.

Staff Inspections

Before move by: _____ Date: _____ Time: _____

Damage (if any): _____

After move by: _____ Date: _____ Time: _____

Damage (if any): _____

MOVE OUT RULES & REGULATIONS

1. The terms "move-in" and "move-out" as used in this resolution are defined as initial occupancy, final vacating of units of The Colonies respectively.
2. Prior to any move-in or move-out, written permission must be obtained from The Colonies' Administrative Office by the person(s) making the move by completing the move-in/move-out form. The moving van may not be allowed to enter the area if such approval has not been obtained.
3. Those moving in or out and using the elevator must obtain from the Security Gatehouse elevator pads to be hung on the walls of the elevator to prevent damage. The pads are to be returned to the Security Gatehouse upon completion of the move.
4. Moves on Monday through Friday may not begin before 9 a.m. and move must be complete by 6 p.m. Saturdays moves may not begin before 9 a.m. and must be complete by 6 p.m.
5. No moves may be scheduled on Sundays or Federal Holidays.
6. All moves into or out of any unit must be made through the garage using the elevator or stairwells. Access to the garage and parking spaces for other vehicles may not be impeded.
7. Exceptions to Articles 4, 5, and 6 may be made by the manager.
8. All areas used by movers will be left in the same condition as when the move (in or out) began. This includes removal of any packing boxes as well as any other debris associated with the move. The cost for repair of damage and/or clean up occurring to the common areas during the move shall be charged to the owner's account.
9. To verify damages to common areas, an inspection will be made by one of the management staff immediately prior to and after the move. The person(s) making the move should accompany the staff member on each inspection or waive this right.
10. Movers shall not hold elevators while they move possessions piece by piece from the apartment to the elevator door, or from the truck to the elevator door. Furniture and boxes will be accumulated at the elevator door and loaded and un-loaded expeditiously in order to free the elevator.
11. During moves, use of elevators may not be denied to residents having reasonable need for their use. This is understood to include the elderly, infirmed, or handicapped persons, those carrying small children or bundles as well as any others who would not reasonably be expected to use the stairs.
12. Sanctions may be imposed by the Board of Directors in accordance with the Virginia Condominium Act for violation of any provisions of this resolution.