



Move-In/Move-Out Instruction

Date of Move IN/OUT: _____ Time: _____ Building/Elevator #: _____

Owner -OR- Resident

Name: _____ Building/Unit #: _____ Phone Number: _____

Forwarding Address: (if applicable)

Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Move In/Move Out Agreement:

1. Pay a non-refundable fee of \$100.00 dollars plus \$73.00 security guard fee for a minimum of 4 hours prior to moving in/out. (fee paid Yes No)
2. Advise the security desk at least one (1) week prior to move in/move out date, to coordinate security/elevator padding etc. **All move in/move out will be scheduled between the hours of 7:00 a.m. and 7:00 p.m.** (preferably Monday through Friday)
3. All material must be moved through the garage to the elevator reserved for the move.
4. Accumulate elevator loads near the elevator in order to disrupt the flow of passenger use.
5. **The secure doors at the garage level may not be blocked open at anytime.** (Blocking the doors will burn out the motors and the person moving in or out will be charged for their replacement)
6. Elevator padding must remain in place and the control panel must remain open in the reserved elevator. The door control switch may be used but no other switch in the panel should be moved.
7. Contact Marina Park staff for the best route for movers to use.
8. Failure to comply with these instructions may result in extra fees being charged to the unit.
9. **This is our home. Please treat it gently.**

I Have read and agree to comply with these instructions.

Owners/Residents Signature

Date

Name of Moving Company