

1. SECURITY AND RESPONSIBILITY: A homeowner or renter (or his/her agent) is responsible to inform movers of these regulations and to enforce them during household moving in and out of 1666. This regulation applies both to new owners moving in and current owners who are departing.

- a. The Site Manager must be notified three (3) days before a move into or out of 1666 takes **place so a pre-inspection of the halls and doors can be made.** Coffman office will monitor moves. Information, such as current Board Regulations will be provided to new resident(s).
- b. **Moving In: A security deposit of \$200.00** is required for possible damages during a **move-in**. All or part of the deposit will be credited to your association fees upon re-inspection of halls and doors. If the damage exceeds 200.00 you will be billed for the remainder. See attached **Move-in form**.
- c. **Moving Out: A security deposit of \$200.00** is required for possible damages during a **move-out**. All or part of the deposit will be refunded after re-inspection of halls and doors. If the damage exceeds 200.00 you will be billed for the remainder. See attached **Move-out form**.
- d. It is the homeowner's or renter's responsibility to see that exit doors used by movers are closed and locked when no one is there to monitor the door. There is absolutely no propping of doors without supervision at any time. There is a **\$50.00 fine** for any exit door found open unsupervised.

2. CARE AND PROTECTION OF ELEVATORS: Notify the Coffman office three days in advance of moving day if the elevator will be used to move furniture in or out. Coffman Maintenance will install protective pads in the elevator at the time specified for the movers and will remove them at the end of the specified time.

3. MAINTENANCE DURING THE MOVE:

- a. All items should be inside the owner's unit at the end of the day. Trash boxes, mattresses, furniture, etc. should not be left in hallways or elevator lobbies overnight.
- b. Small items to be put down the trash chute should be bagged and tied.
- c. Items which are too large to go down the trash chute may be stacked outside of the East or West dumpster rooms in the garage.

- d. Corrugated boxes should be broken down, flattened and tied up into bundles, then put by the recycle bins.
- e. Recyclable items (glass & plastic bottles, cans, newspaper, magazines, shredded paper in closed bags) should be placed in the recycle bins at the east and west garage doors.
- f. Hazardous waste (paint, cleaning chemicals, solvents, etc.), TV's, computers, printers, vacuums, furniture, and other large items **MUST NOT BE LEFT IN THE GARAGE.**

4. DAMAGES & REPAIR: The homeowner, whether moving in or out of 1666, is responsible for damage to floors, walls, fire or exterior doors, etc., caused by movers. Interior fire doors can be damaged by putting an object between the door and the frame near the hinges. When you are having work done on your home, remember it is your responsibility to watch your vendors removing or delivering large items.

Maintenance will report any damage discovered to the homeowner for appropriate action. The homeowner shall coordinate damage repair with the Coffman office as soon as possible. It may be necessary to get an estimate for the damage. Arrangements to pay for repairs then need to be made.

Enc: Move-in and move-out form

MOVE OUT ARRANGMENTS

DAMAGE DEPOSIT FOR HALLWAYS AND INTERIOR/EXIT DOORS

Unit No. _____ Telephone _____ Name _____

A. Move out date _____ From _____ to _____ a.m. / p.m.

B. Name of Moving Company & phone number, if applicable _____

Call the Office for the first inspection of the halls and doors before you move anything.

Call the Office for the final inspection of the halls and doors before your **moving company leaves**.

For security reasons, exit doors cannot be propped open. You, the resident, or a representative must stay at the door. **If a door is found propped open you will be fined \$50.00.**

First inspection before move out date _____ **Staff:** Note existing marks or holes before move.

Final inspection date _____ **Staff:** After the move is complete, note damages.

C. Deposit of \$200.00 paid \$ _____ Paid by _____ Check No. _____

D. Deposit amount refunded \$ _____ Date refunded _____

E. Damage fees paid \$ _____ Paid by _____ Check No. _____

Resident's signature _____

Manager's signature _____

Attach check
05/25/2010

MOVE IN ARRANGMENTS

DAMAGE DEPOSIT FOR HALLWAYS AND INTERIOR/EXIT DOORS

Unit No. _____ Telephone _____ Name _____

F. Move in date _____ From _____ to _____ a.m. / p.m.

G. Name of Moving Company & phone number, if applicable _____

Call the Office for the first inspection of the halls and doors before you move anything.

Call the Office for the final inspection of the halls and doors before your **moving company leaves**.

For security reasons, exit doors cannot be propped open. You, the resident, or representative must stay at the door. If a door is found propped open you will be fined \$50.00.

First inspection before move in date _____ **Staff:** Note existing marks or holes before move.

Final inspection date _____ **Staff:** After the move is complete, note damages.

H. Deposit of \$200.00 paid \$ _____ Paid by _____ Check No. _____

I. Deposit amount refunded \$ _____ Date refunded _____

J. Damage fees paid \$ _____ Paid by _____ Check No. _____

Resident's signature _____

Manager's signature _____

Attach check
05/25/2010