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## Move-In /Out Policy and Guidelines

Welcome to the Emerald Condominiums!

In an effort to minimize disruption to other residents and damage to our facilities, all residents are subject to the following policy and guidelines:

1. Move-ins, furniture deliveries, contractors, and any installations must be coordinated and scheduled through the onsite Management one (1) week in advance. You may reach us using any of the contact information listed above. Homeowners must notify management at least 14 days prior to any renovations and 2 days prior to requiring use of the freight elevator.
2. For all move-in/outs there will be a \$250.00 charge for a 3-hour block of using the elevator. This fee funds our staffing to coordinate the move and provide security while the move is taking place on floor 1. Also, a \$500.00 refundable security deposit is required in the form of a check prior to your move. Saturday charges will be \$300 for a 3 hour block. *Moves **MUST** take place between the hours of 8:00 a.m. and 5:00 p.m. Monday through Saturday..*
3. Please make your checks payable to "Emerald CAI". To ensure return of your deposit, Emerald staff is required to supervise and facilitate your move (in or out).
4. 48 hours prior to any move or delivery, residents shall provide management with a certificate of insurance for worker's compensation and liability insurance with a minimum limit of \$1,000,000 from the moving company, naming the Emerald CAI as an additional insured party. It is the responsibility of the new homeowner/resident to provide this certificate to the HOA. Without it, you will not be permitted to move in or out of the building.
5. Elevator pads and flooring protection provided by the Emerald **must** be used to prevent damage. The residents and/or owners will be held responsible for damage done to the common areas.

6. Under no circumstances may furniture or other belongings be dragged across any flooring. Furniture dollies/ and or hand truck **must** be used at all times. The Emerald equipment (dollies, hand trucks, vacuums etc.) are not available for resident moves.
7. Owners shall be responsible for the general clean-up of halls, elevator and the lobby after each move. Hallways and driveways must maintain enough space for residents to pass safely.
8. Personnel involved in a move or delivery will be required to sign in and out of the building with management or staff. Check in with our front desk concierge and receive badges prior to your move so we can secure the elevator for you and place it on individual mode. Courtesy is to be extended to other residents when using the elevator during the moving process.
9. Entry through the front lobby for deliveries **IS PROHIBITED**. You can access the Front Desk Team by calling from the first floor entrance. Please be aware of height restrictions in our garage and elevator. Please park delivery trucks on Ball Street and use this entrance for all deliveries. The building doors may **NEVER** be left open or unattended during a move.
10. The building's trash chutes, located on each floor behind the elevators are not to be used for disposing of moving boxes. Residents must break moving boxes down and place them next to the trash chute area to be disposed of by the Emerald's maintenance staff.
11. The resident /owner is responsible for all costs for repairs that may occur during the move. The requirement of repairs will be at the sole discretion of the Emerald HOA Board of Directors.
12. Once the move is complete, building staff will perform a "walk through" with the owner to inspect the elevator, hallways, lobby etc. to ensure that all areas have been cleaned and no damages have occurred. At that time, staff will complete and sign the inspection checklist.
13. The Emerald HOA Board of Directors reserves the right to charge the owner for all damages noted in the post-move inspection report. Charges for damages will be deducted from the security deposit. Damages exceeding the deposit amount will be posted to the homeowners account. **A penalty of \$250.00 will be charged to any owner's account if it is determined that a move occurred without the proper coordination as specified in this policy.** Finally, the Emerald HOA will charge an owner's account to recover returned check charges or other bank processing fees resulting from non-sufficient funds (NSF) checks.
14. Upon completion of the move-in/out inspection, written notification will be provided to the unit owner including a copy of the inspection check-list and a description of any and all damages incurred from the move-in/out activity. If no damages are incurred, the original \$500.00 deposit will be returned within seven (7) days of the completion of the move.

