



Date:	Moving Instructions and Acknowledgement Form	Unit #
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- A. Moving Hours: Moves must be scheduled in advanced with the Management Office. Moving hours are between: Mon- Fri: 8:00 AM-6:00 PM Saturday: 8:00 AM-5:00 PM. Moving trucks are not permitted on property outside of moving hours. Moves are not permitted on Sundays and Holidays. (see management office for list of holidays)
- B. Notification: All residents moving in or out of the building must notify the Management Office no less than two business days in advance. If your move will include the use of an 18-wheeler, Management must be notified at the time of booking, as 18-wheelers are not permitted inside of the gate. The Courtesy Officer will not allow moving trucks on the property without advanced notice.
- C. Deposit: A \$500.00 refundable security deposit must be provided to Management to cover the cost of any possible common area damage/clean up as a result from the move. The deposit must be submitted in the form of a check or money order and made out to:

The Renaissance at River Oaks UOA

- D. Insurance: All moving companies must provide the Management Office with a Certificate of Insurance (COI) from their General Liability Policy with no less than \$1,000,000.00 property damage coverage each occurrence and with the following listed as the certificate holder:

**The Renaissance at River Oaks UOA
GrandManors
2111 Welch St.
Houston, TX 77019**

- E. Access: To be admitted into the building, all moving company employees are required to present a valid form of photo identification to the Guard or Management Staff. If any of the moving company employees do not have proper identification they will not be allowed on property.
- F. Elevators: Scheduling a Move In/Move Out does not give the movers/owners exclusive use of the elevator. Before moving can commence, the elevator must be padded and remain padded throughout the duration of the moving times selected on the Moving Form.
- G. Boxes and Trash: All household trash must be bagged and disposed of inside the designated trash chute. All boxes and large items should be disposed of in the outdoor dumpsters. All boxes must also be broken down. DO NOT place boxes, furniture, or construction debris in trash chute. DO NOT dispose of large furniture or mattresses in or around dumpsters.

By signing, I understand the rules and acknowledge that violations will result in a fine and/or a forfeiture of deposit.

Resident Printed Name:

Resident Signature:



Date:	Moving Form		Unit #
Date of Move:		Start and End Time of Move:	
Moving Company Name:			
Moving Company Contact Information:			
<p align="center">Please Verify and Submit Moving Company COI to Management Office Prior to Move See Section D on Instructions and Acknowledgement Form</p>			
Notes or Special Requests:			
Resident Printed Name:			
Phone:		Email:	
Forwarding Address (if applicable):			
Resident Signature:			
For Office Use Only			
Moving Deposit Received:		Moving Company COI Received:	
Check #		Amount \$	
Move In/Out Walk Through Complete:			
Amount Withheld from Deposit:			
Management Representative:			