NORSEMAN CONDOMINIUM ASSOCIATION, INC.
MOVE IN/OUT FORM

The Norseman Condominium Association, Inc. requires a move in/out notification, non-reimbursable fee and deposit **PRIOR** to any moving in or out of the building as well as moving of large items. A non-refundable fee of $100.00 plus a damage deposit of $100.00 is required **BEFORE** you start any move. Make your check payable to the Norseman Condominium Association. Submit this form and the check Weststar Management at the following location **BEFORE** commencing any move in or out in the building. The deposit will be returned after a final inspection is done and it is determined that there were no damages to the building during the move.

All moving activity must be between the hours of 8:00 a.m. and 8:00 p.m. All moving must be done through the rear (east) door adjacent to the parking lot. No moving is permitted through the front doors and any damages to either doors or the building will be charged to the owner(s) of the unit. Damages caused by tenant moves will also be assessed to the owner(s) of the unit. **If the entry door is propped open it must be attended to at all times**. When propping open the entry door it must be tied at the handle; items cannot be placed in the hinges and/or door closer as it causes damages to the door. Elevators may be used by making prior arrangements with Weststar Management.

If you have any additional questions, please contact Weststar Management at 720-941-9200.

Also, copies of forms, governing documents, etc. of Norseman can be found online at:
http://www.weststarmanagement.com/hoa/hoalegals/norseman/norseman.html

Weststar Management
6795 E. Tennessee Ave., Ste. 601
Denver, CO 80224
Phone: 720-941-9200
Fax: 720-941-9202

_____ MOVE IN _____ MOVE OUT

NAME(S):_____

UNIT:_____

PHONE:_____

DATE(S) OF MOVE IN/OUT:_____

Revised 05/01/12