

PARK WASHINGTON CONDOMINIUM ASSOCIATION

MOVE IN AND OUT PROCEDURE AND POLICY

- Request form must be submitted and approval received prior to move-in and move-out. Contact the Management before you schedule your mover to reserve a date and time on the calendar -- a minimum advance notice of 7 days is required.*
- Unit buyer/seller or a designated board member should be present to supervise throughout the move to insure success and reduce or eliminate damage fees.
- Each unit buyer is charged \$250.00 at the time of purchase. This covers household and incidental moves, with minor damage under \$50.00, and the use of the elevator by the unit owner throughout the period of ownership.
- ⑩ Absentee owners will be charged \$250.00 with each move in by a renter. This single-move in/out payment must be made prior to the move.
- ⑩ *With approval, all household moves must be scheduled one week in advance. Moving dates and times are restricted. All fees and assessments must be paid in full prior to a move.
- All moves are to be done through the basement-parking garage, B level. It is the **responsibility** of the buyer/seller and the movers to protect the hallways, walls and carpets. Moving vehicles can be parked in the alley just south of the 'B' level driveway and close to the PWCA alley spaces, to allow for alley passage on the west side and entry/exit through the 'B' level doors.
- It is imperative that the garage doors not be blocked, impeding access to and from the garage. Items being moved should be "staged" in the garage and then moved to the elevator area before loading. Please do not hold the elevator longer than necessary (being considerate of elderly owners and those bearing heavy packages.)
- Do not leave the garage overhead door in locked open position during inclement weather (to reduce wear on garage heater, and prevent frozen pipes.) For security, do not leave the door from the garage to the basement hallway open unless a representative is present.
- Elevator pads must be used throughout the move, and rug must be removed. Upon completion, the elevator pads need to be returned to the first floor closet, south end, and rug should be replaced.
- Elevator keys must be used to stop/start the cab. Designated board member will use and hold the access key for the elevator key panel. Mover will use the second key to start and stop the cab, leaving the key in the lock, for all to use. Repeat: once the items are moved from the elevator to the corridor, the key should be turn 'on', to allow others in the building to access the cab as needed. 'Off' position is to be used only when putting staged items into and out of the cab.

TOTAL HOUSEHOLD MOVES

Additional Notes

- Hours for moving are between 9:00 A.M. and 4:30 P.M., Monday through Friday.
- Sat., Sun., and holiday moves will be permitted only upon prepayment of a \$1000.00 fee. The payment of such fee shall be in addition to the occupancy/ownership fee. A maximum of 4 hours will be permitted for the entire move.

INCIDENTAL MOVES

Additional Notes

- Incidental moves occur when the elevator will not be held longer than 3 minutes. (Small items, tables, dressers, refrigerators, etc.)
- These single items can be moved from 9:00 A.M. to 9:00 P.M. as long as the elevator is not held.

11/05

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