



Garthchester Realty

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REQUEST FOR MOVE-IN/MOVE-OUT

WHEN MOVES WILL BE ALLOWED: ***MOVES WILL ONLY BE ALLOWED BETWEEN THE HOURS OF 8:00AM TO 4:00PM, MONDAY TO FRIDAY.*** RULES FOR MOVES WILL BE STRICTLY ENFORCED. PLEASE NOTE THAT ANY MOVE THAT EXTENDS BEYOND THE PERMITTED TIME WILL CAUSE YOU TO FORFEIT YOUR REFUNDABLE DEPOSIT.

FEES: There is a ***\$500.00 refundable security deposit*** required for any possible damages. The refundable check should be made payable to **The Classic Condominium**. The Classic will not be held responsible for unforeseen delays or circumstances beyond the building's control, such as elevator out of service, weather-related delays, etc. If the move is not completed by **4:00pm**, you will lose your \$500.00 refundable security deposit.

There is an ***additional \$500.00 non-refundable move fee required*** for moving in or moving out. The check should be made payable to **The Classic Condominium**.

CERTIFICATE OF LIABILITY INSURANCE (COI) REQUIRED PRIOR TO MOVE:

Please advise your moving company that it needs to provide a Certificate of Liability Insurance (COI) that includes workers' compensation, naming The Classic Condominium and its managing agent as additional insured. The COI should be emailed to bklampert@garthchester.com. If the certificate is not provided prior to the move date, be advised that the move will not be permitted to take place.

Signature required: _____

Resident Name _____ Unit # _____

Cell Number _____ Move-in date _____ Move-out date _____

FOR MOVE-OUTS: A forwarding address is required. Please note that if no damage occurs, your damage deposit will be destroyed unless otherwise directed.

Street Address _____

State _____ Zip Code _____

Refundable Security Deposit - \$500.00 – Payable to THE CLASSIC CONDOMINIUM

Check Received by _____ Date _____

Inspection/Date _____ Time _____ Performed by _____

NOTE: IF A MOVE REQUIRES THE USE OF A HAND TRUCK OR A DOLLY, THE MOVING COMPANY MUST PROTECT THE CLASSIC'S CARPETING WITH MASONITE BOARDS. MOVING COMPANIES ARE REQUIRED TO ARRIVE AT THE BUILDING PREPARED WITH THEIR OWN HAND TRUCKS AND MASONITE BOARDS. UNIT OWNERS/RESIDENTS ARE REQUIRED TO INFORM THEIR VENDORS TO COME PREPARED. UNIT OWNERS WILL INCUR A FEE OF \$100.00 IF THE CLASSIC CONDOMINIUM HAS TO SUPPLY THE MASONITE BOARDS. THE \$100.00 FEE WILL BE CHARGED TO THE UNIT OWNER'S ACCOUNT.

Signature Required _____

Date: _____

Damage Report: - Location and items damaged:

Moving company notified: ____yes ____no

Contractor notified: ____yes ____no

Resident notified: ____yes ____no

Security check deposit returned (date) _____

On the date of the move, the driver should go to the front desk to check in and the front desk personnel will direct him where to park the truck.