

# *Moreland Courts Condominium Association, Inc.*

13415 Shaker Boulevard, Cleveland, Ohio 44120 Phone: (216) 751-1100 Fax: (216) 751-5744

## **MCCA MOVING AGREEMENT**

As specified on pages 25-26 of the MCCA Rules Book "Moving," all Owners and residents who are moving in or out must obtain approval by signing and returning this **MCCA Moving Agreement** to the Management Office along with a ***\$500 security deposit*** in the form of a check, made payable to MCCA. This deposit will be applied to the cost of an MCCA employee, who will act as security at the building entrance, and for any common area/element clean-up or repairs that may be necessary. The remainder of the security deposit will be refunded. To manage traffic, we ask for notification at least 7 days prior to the scheduled move.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Unit #: \_\_\_\_\_ Owner/Resident Name(s): \_\_\_\_\_

Moving Company: \_\_\_\_\_

Moving Date(s): \_\_\_\_\_ Start/End Time(s): \_\_\_\_\_

Secondary Address (moving to, or moving from);

\_\_\_\_\_

Telephone (where you can be contacted **before** the move): \_\_\_\_\_

Telephone (where you can be contacted **after** the move): \_\_\_\_\_

I acknowledge that MCCA and all owners and residents are governed by the MCCA Declaration, By-Laws, Rules Book, and Policies and Procedures. I have read and understand these documents, and agree to abide by all provisions set therein, particularly as set forth in the MCCA Rules Book, as a condition of moving in or out of MCCA.

I specifically acknowledge that:

- All moves must occur on weekdays from **8:00 AM and 5:00 PM**. No moves, including partial moves, will be allowed **after 5:00 PM, on the weekends, or on holidays**.
- Moving Contractors must provide **Proof of Liability Insurance** to the Management Office.
- Owner(s)/resident(s) are solely responsible for informing their movers of MCCA's moving policies and to see that they are properly observed.
- At no time, including during partial moves, will a driveway gate or building access door be left opened or wedged open without an MCCA employee present to act as security.
- If MCCA must clean up or repair damage resulting from the move, the Unit Owner(s) will be billed for these services.
- All moves must be through the **Rear Entrance** whenever possible and use the **Service Elevator** in those buildings that have one, unless explicitly approved by Management.

\_\_\_\_\_  
Unit Owner/resident #1                      Date

\_\_\_\_\_  
Unit Owner/resident #2                      Date

MCCA Moving Agreement