

Moreland Courts Condominium Association, Inc.

MOVING POLICY AND PROCEDURE

This policy and procedure is also described in the section “Moving” pages 25-26 of the MCCA Rules Book.

MOVING

Management Office Notification

- The Management Office must be contacted at least five (5) business days before a move is to occur to schedule a move-in or move-out date.
- No such date shall be scheduled without the completion of the current Moving Agreement and a deposit of Five Hundred Dollars (\$500) or such greater amount as the General Manager shall determine as security against possible damage to Association property.
- A deposit is also required for partial moves in or out of any Unit.
- Any such partial move also requires permission in advance from the Management Office.
- Copies of the current Moving Agreement may be obtained from the Management Office.

Security. An MCCA employee shall be assigned to watch the building entrance a during the move. His/her time shall be billed at Thirty Dollars (\$30.00) an hour or such greater amount as the General Manager shall determine appropriate.

Responsibility

- Unit Owners or residents are responsible for fully informing their movers of the Association’s moving policies and to see that those policies are properly observed.
- The Unit Owner or resident planning a move must have his/her mover contact the Management Office directly regarding specific moving logistics and procedures which must be observed.

Time

- All moving shall take place only between 8:00 a.m. and 5:00 p.m., Monday through Friday, except on major religious and/or legal holidays when neither move-ins nor move-outs are allowed.

- Neither move-ins nor move-outs, including partial moves, are permitted on Saturday or Sunday.

Access

- Except for those buildings without a freight elevator, all moves shall be accomplished using the freight elevator, not the passenger elevator, and shall use the building's rear entrance.
- Upon notification of the planned move-in or move-out, the best and most efficient access for the specific Association Unit and any permitted exceptions must be determined and approved in advance by the Management Office. This determination must be requested in advance.
- This Rule applies to all moves, including partial moves, in and out of Association Units.

Damages

- Any damage to Common Areas/Elements caused by moving in or out shall be the responsibility of the Unit Owner from or to whose Unit the move occurred. The Management Office shall inspect the property prior to the move, as well as after the move is completed, to determine if there has been damage resulting from the move.

Elevators

- Over the years, even minor moves or deliveries have caused damage to the elevators. When planning a seemingly straightforward move or delivery, Unit Owners and residents must notify the Management Office and arrange for elevator pads to be put up. Elevator pads are available for most elevators and must be used. No fee will be charged for having the elevator pads put up and taken down. Any damage caused to any Common Area/Element during any move or delivery is the sole responsibility of the Unit Owner for whom (or for whose approved tenant) the move or delivery was performed.

Deposit Return

- Promptly after the completion of the move and a Management Office inspection, the security deposit shall be returned less the time billed for the MCCA's employee for his/her security services, any cost to repair damage to the Common Areas/Elements caused during the move, and any additional Association expense incurred because of the move. If no deposit is posted as required on page 24 of the MCCA Rules Book the Unit Owner shall be assessed the sum of Five Hundred Dollars (\$500), or such greater amount as the General Manager shall determine is necessary to secure the Association against damage and to pay any charges in violation of the Moving section pages 24-25 of the MCCA Rules Book.