**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.
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* 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.

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Unit Owner/resident #1 Date Unit Owner/resident #2 Date

Moreland Courts Condominium Association, Inc.

13415 Shaker Blvd., Cleveland, OH 44120 ▪ 216.751.1100 ▪ www.morelandcourts.com

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