**MOVE-IN / MOVE-OUT AGREEMENT**

**(One Form per Request)**

Move-In/Out occur between 8:00 am and 6:00 pm, Monday through Saturday. Moves are not permitted on Sundays or National Holidays. At least one week prior to move-in/out date, contact on-site manager to arrange for security officer service and elevator preparation.

* **If you are moving in**, your account can be charged. If your Homeowner fees are to be automatically deducted from your bank account and you want to give permission to CTP to deduct the guard service fee in a one-time charge from your bank account, please sign below.

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **If you are moving out**, two checks must be attached to this agreement at the time arrangements are made.

1. $200.00 deposit made out to Coral Tree Plaza HOA (which is refunded / returned to you if no common-area damage occurs). Any damage costing more than $200 will be billed to the owners account:

2. $100.00 made out to Coral Tree Plaza HOA (which covers the preparation costs and pays for first four hours of security officer service and is not refundable.) Hours beyond the first four are subsequently billed directly to you at $25.00 per hour (or part thereof).

The facilities are expected to be left clean and in order within one hour after the movers have left the premises or the deposit **will not** be returned. This contract must be signed by the **Homeowner**.

**Owners are responsible for ensuring the guidelines on page 2 are followed. Please review the rules prior to commencing the moving.**

**Please check boxes that correspond:** **Move In** **Move Out** **Owner** **Tenant**

**Date of move: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expected time of move: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Unit #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ East or West** (circle one)

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*IF YOU ARE MOVING OUT please attach 2 checks: One in the amount of $200 as a deposit for security/damage purposes. The second check in the amount of $100 to pay for the security guard. Please make ALL checks payable to Coral Tree Plaza HOA\*\*\***

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**(One Form per Request)**

**Remember:** You are responsible for your moves and all damages to any common area caused by them. The facilities are expected to be left clean and in order within one hour after the movers have left the premises, or the deposit will not be returned.

**On the day of your move:**

* Please do not begin to load or unload the truck until you have checked in with the on-site manager. The on-site manager will meet you at the front door a few minutes before your scheduled move to provide you with guidance and instructions to help you move in the most efficient way.
* A security officer has been ordered for you and will be on duty at the scheduled time. Do not begin moving until your security officer is present, or directed otherwise by the on-site manager.
* Advise your movers that one employee must accompany their truck at all times to avoid the San Diego Meter Maid writing a parking ticket.
* Fire and ADA codes must be followed at all times to avoid fines:
  + There are no “temporary” storage areas; all items should be transferred from/to the moving van to/from the elevator. No items may be placed in front of the fire stand pipes in front of the building (they are painted red).
  + No item(s) may be placed in lobbies or hallways at any time. Your neighbors with sight- or mobility-impairments, and/or similar issues, must have clear access. Do not block any entrances or hallways.
* **Movers must use only the freight elevator**; your neighbors will use the other elevator. The on-site manager will have padded the freight elevator for your use and provided the security guard with a lockout key for when the move is complete. The security officer will contact the on-site manager to secure the building once the move is complete.

**Important Housekeeping Note**

* Cardboard gets lodged inside the trash chute causing it to backup- this is a FIRE HAZARD. ALL boxes must be broken down and flattened. Wrap boxes together and place them outside the dumpster room doors on the north side of either building. We recycle on Tuesday’s.
* Please help keep things clean. Bag and seal all trash before depositing it into the trash chute. This helps to eliminate dirt, dust and odors coming back up the chute.

**YOUR NEIGHBORS THANK YOU FOR YOUR CONSIDERATION!**

**By signing below, I affirm that I have read and understand this form in its entirety.**

**Owner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**