

## VILLAGES AT MOUNT HOPE BAY CONDO ASSOCIATION MID-RISE MOVE IN/OUT POLICY

1. Notification and coordination with Property Management must be made at least 7 days in advance prior to the desired move in/out date.
2. Moving is allowed weekdays (Monday – Friday) 8:00a.m. to 4:00p.m. Exceptions may be granted by property management on a case-by-case basis.
3. All owners and/or renters are required to pay a \$250 Moving Fee prior to the move. Owner's must submit the check to the property manager. This check will be held by the property manager and returned to the homeowner at the end of the move provided:
  - a. There is no damage to common areas, elevators or garage.
  - b. The move was done within the guidelines of this policy.
4. In the event there is damage to common areas, elevators, or garage in excess of the \$250 fee, the owner causing the damage is responsible for the additional costs to restore/repair Common Elements.
5. The unit owner or seller is responsible for providing unit keys, building keys (front door/storage doors), and mailbox keys, along with remote access gate clicker to the buyer / lessee. Owner is also responsible for emptying their storage room in the building and garage.
6. A certificate of insurance from the moving company must be given to Property Management stating proper and current coverages for liability and worker's compensation **before** the move is to commence.
7. A copy of the lease, if a rental, must be given to Property Management **Prior** to the move in.
8. If the provisions and policies contained herein are not adhered to, a \$250 fee will be applied to the owner's account.

I have read and understand all the above information.

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Check only. Payable to: The Villages at Mount Hope Bay

If you have any questions regarding this information, please call Meghan Ostroff, Property Manager at 401-624-3930 or via e-mail at mostroff@firstrealtymgt.com.