



Move-In Guidelines

Residential Owners shall only be allowed to move into or out of their unit between the hours **8:00 A.M and 5:00 P.M., Monday through Friday**, and subject to the prior written approval of the Board, during such hours on Saturday. Prior to moving, such Residential Owner must give the Hotel Owner at least **fifteen (15) business days** prior written notice of such move in order to reserve the Shared Service Elevators for use by the Residential Owner. There is no guarantee that the Shared Service Elevators will be available on the date a Residential Owner desires to move into or out of his or her Unit and in the event the Shared Service Elevators are not available on such date, the applicable Residential Owner must coordinate with the Hotel Owner to select a moving date when the Shared Service Elevators are available.

Any use of the **Loading Dock** (as defined in the Mater Declaration) by a Residential Owner shall require the prior approval of the Master Association and such Residential Owner shall give the Master Association at least **(15) business days** prior written notice of such use of the Loading Dock. Moving shall only occur in the Shared Service Elevators of the Combined Project. The Association and/or the Hotel Owner shall have the right to require that any moving company provide adequate proof of insurance prior to entering the Combined Project and each Residential Owner shall be responsible to provide such proof to the Association at least (30) days prior to the scheduled move. In addition, the Association may require that Residential Owners post a deposit in the amount set forth in the Association rules to cover any damage to the Combined Project that may occur during moving.

Certificate of Insurance: Each Residential Association and each Owner shall deliver to the Master Association certificates or other reasonable evidence of insurance required to maintain by it with original endorsements for all coverages. The certificates and endorsements shall be on Acord forms or such other forms acceptable to the Master Association in its sole discretion.

Movers to coordinate with the Residential Concierge Team for reserving a bay for delivery and usage. Please see contact information below.

*See second page for additional information.



Pre Move-In Form

Owner Name: _____

Owner Unit: _____

Phone: _____

Email: _____

Moving Dates

Start Date: _____

End Date: _____

Moving Company

Name: _____

Contact Name/Number: _____

License: _____

Certificate of Insurance (attach Document)

*The undersigned hereby acknowledges that this form has been received and acknowledged.

Signature: _____

Date: _____