

Unit No.

Form Completed By
(circle one)

Owner-Resident
Investment Owner-Landlord
Renter

Owner/Renter

Full Name(s)

Mailing Address

Phone Number

Email

Move Out Request Instructions and Scheduling

Submit this form 2 weeks prior to requested move out date. Move out dates and times are scheduled on a first-come, first-serve basis and will only be reserved once the non-refundable \$200 move out fee is paid to the Belmont Harbor One Condo Association via check and mailed to 3712 N Broadway PMB 230, Chicago, IL 60613 or paid via Zelle or Chase Quick Pay to: bh1ca.payments@gmail.com

Moving in or out of the building is permitted any day of the week, but only between the hours of 9:30 am and 5:30 pm, and must be accomplished by way of the rear entrance, only.

No more than 2 moves can be scheduled on the same day. In such situations, the maximum time permitted for each move is 3 hours, one to be scheduled in the morning from 9:30 am - 12:30 pm and a second from 1:30 pm - 4:30 pm in the afternoon.

Residential move no-parking signs can be downloaded from the Alderman's Office [website](#) and placed on the fence in front of the building to park moving trucks on the day of the move. No moving vehicles can be parked in the building's driveway.

Building key fobs must be returned to a Board member once the move is completed.

1st Choice - Date

Select Time: 9:30-12:30 am or 1:30-4:30 pm

2nd Choice - Date

Select Time: 9:30-12:30 am or 1:30-4:30 pm

3rd Choice - Date

Select Time: 9:30-12:30 am or 1:30-4:30 pm

IMPORTANT - there is a \$400 fine for failing to schedule a move-in or move-out and failing to pay the move-in or move-out fee.

I received a copy of the Belmont Harbor I Condominium Association's Rules and Regulations and agree to comply with all move out procedures and rules as outlined. I have submitted payment of the non-refundable \$200 move out fee to the Belmont Harbor One Condo Association.

Signature of Owner(s)

Date (mm/dd/yyyy)

Signature of Renter(s)

Date (mm/dd/yyyy)