

Casa Costa Condominium

MOVE IN/OUT ACKNOWLEDGMENT AND ELEVATOR RESERVATION

Unit No.	Moving Date:
Resident(s)	Reserved Time:

MOVING/ DELIVERY COMPANY (IF APPLICABLE)

Company Name
Contact Phone/ email:

NOTES

- Move in/out hours are **Monday through Friday, 9:00 a.m. to 4:30 p.m.** – movers **MUST** be off the property by 4:30 p.m. Elevator reservations **will be in (4) hour increments** (9:00 a.m. – 1:00 p.m. and 1:00 p.m. – 4:30 p.m.). **LATE ARRIVALS MAY HAVE TO BE RESCHEDULED.**
- It would be **your responsibility** to reserve the elevator for all deliveries, moving in or moving out. Keep in mind that it's first come/first served and that there is only one service elevator in each tower.
- Contact the Front Desk staff to schedule your move with at least one week notice of planned moving date or for delivery with as much time in advance possible.
- A non-refundable elevator reservation fee in the amount of **\$100/per scheduled move (personal check or money order)** made payable to Casa Costa Condominium Association must be provided at the time that the elevator is scheduled.
- If you are a **Unit Owner** moving out, a deposit in the amount of \$500 (personal check) made payable to Casa Costa Condominium Association must be provided at the time that the elevator is scheduled. The deposit will be returned to you **PROVIDED** there has been no damage to any areas of the Building.
- Movers/delivery companies **MUST** provide proof of Liability Insurance as stated in the Contractor's Requirement. It is your responsibility to ensure that this certificate is provided prior to arrival.
- No items may be stored or left in the Receiving Area. The moving/delivery company **MUST** remove all cartons, crates and packing material from the Property.
- No overnight storage is permitted in the Loading Dock area, building hallways or other common areas.
- Oversize items that will not fit into the elevator must be scheduled for transport by special arrangement. Please contact the Management office for details.
- To prevent scratches or scuff, **NOTHING** should be placed against the walls of the building.
- **Casa Costa** Board of Directors or Management may impose additional requirements or instructions from time to time to enhance the safe operations of the Building and the safety and convenience of Owners and Residents.
- **TRUCKS ARE NOT ALLOWED IN THE GARAGE.** Vehicles will have to be parked on the roadway next to the building for loading and un-loading.

ACKNOWLEDGEMENT

I/we agree that all work performed or delivered to improve and/or furnish my condominium Unit by the above party is to be performed on my behalf, by such party as my agent. I assume full responsibility for damages caused by such agent, whether to any person or property and hereby agree to indemnify and hold harmless the **Casa Costa** Condominium Association, Inc. (the "Association") for any damages claimed by any party.

Signed	Date
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