

1231 Penn Condominium

MOVE IN / MOVE OUT AND DELIVERIES POLICY

Circle One: Moving In / Moving Out

Date Requesting: _____ **Time:** _____ **To** _____

- All move-ins, move-outs, and deliveries must be scheduled in advance with the Management Office. Days and Hours permitted are Monday –Friday from 9 am to 5 pm
- **No Saturday or Sunday moves**
- Notice of move-in and move-out must be given at least (&) days prior in order to properly schedule a reservation for the designated service elevator. Other deliveries must be scheduled no less than 5 days in advance.
- Access to the building by contractors, service or trades person(s) is obtained by first scheduling their arrival with Management, completing a unit access authorization form, providing proof of insurance, licensure, and City Building Department permits (If required)
- Moving vehicles are permitted to park in the designated areas ONLY and MUST NOT park on or block driveway entrances or obstruct any other parking areas.
- All work including cutting, painting, carpeting, etc. must be performed inside the residence or off the premises. Common area foyer, hallways, stairwells, and balconies are not available as a work area.
- No disposal of any construction or building materials is permitted in the common hallways, stairwells, or down the trash chute. Moving or Delivery Companies are responsible for the disposal of boxes and packing materials. Call the Management Office for assistance and instructions with the disposal of boxes and packing materials.
- Management reserves the right to ask moving or delivery personnel to leave the property and/or deny future access to ensure orderly move-ins, move-outs, and deliveries.

I/We understand and are aware of the Associations Move In / Move Out and Delivery Policy and agree to abide by them.

Signed this _____ day of _____, 202__

Name Printed _____

Unit Number: _____

Signature: _____

Telephone Number _____

Office Use Only:

ACKNOWLEDGEMENT OF "RULES & POLICIES"

I/We _____, the Purchaser/or Lessor of unit # _____ are in receipt of the Rules and Regulation of 1231 Penn, Inc. A. Condominium, and agree to abide by them or any future changes or additions to these regulations.

I/We will also familiarize myself/ourselves with the Association Documents and agree to be bound by them as well, including any future amendments.

I/We do hereby acknowledge that I/We have been advised of the following rules of 1231 Penn, Inc. A. Condominium

Initial(s) 1. Tenant(s) understand that no satellite dish is permitted to be installed.

Initial(s) 2. Tenant(s) understand that no bulk trash is permitted to be disposed out/in container.

Initial(s) 3. Tenant(s) compromise to keep the gates closed at all times.

Initial(s) 4. Tenant(s) hereby acknowledges that no dogs or any type of pets are allowed and understand that bringing a dog or any type of pet to the 1231 Penn Condominium, will result in all allowed legal action being taken by the condominium association including my immediate eviction.

Acknowledged by: _____

Date: _____

Acknowledged by: _____

Date: _____