



Surfside Palms Condo Association
Move-In / Move-Out Guide
8888 Collins Ave, Surfside, FL 33154

Moving Hours: Monday to Friday, from **8:00 AM to 5:00 PM**

Saturday, Sunday, and Holidays are NOT permitted

Recommended moving window: **9:00 AM to 4:00 PM** to avoid peak resident traffic.

Requirements Before Moving Day:

1. Insurance Certificate

- All moving companies must provide a **Certificate of Liability Insurance**.
- The certificate must be issued the name of **Surfside Palms Condo Association** at **8888 Collins Ave, Surfside, FL 33154**, as the **certificate holder**.
- This document must be submitted **prior to your scheduled move**.

2. Moving Deposit

- A **deposit of \$500.00** is required before your move.
- Deposit must be paid by a **cashier's check** or **money order issued to Surfside Palms Condo Association** and **include in the memo the unit number**.
- The deposit will be refunded **after the move**, provided there are **no damages** to the elevator and or common areas.

Elevator Usage Guidelines

- Please notify management of your **intended move date** at least **7 days in advance**.
- Ensure your moving company is informed of all building rules to avoid delays or additional fees.
- **Do not obstruct** the elevator doors with **rocks, wood, metal**, or any other materials as improper use of the elevator may cause malfunctions and lead to repair charges. A **unit owner or representative** must **supervise the move**.

Building Access:

- The garage access card and key fob for all building entrances and elevator access are \$50.00 each and are non-refundable.
- To be added to the intercom system, you must download the  **Entry and Community Manager app** and follow the setup instructions. You will be assigned a code that will be send directly to your phone via text message.

Item Disposal Guidelines: If you are moving in or out and need to dispose of furniture or other large items, please refer to our Waste and Bulk Pickup Guide: <https://surfsidepalmscondo.com/waste-bulk-guide>

*Please note that any items left out without following proper procedures will be removed at the owner's expense.

Miami Powerhouse Management

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Phone: 305-602-0244 - Email: Help@MiamiPHM.com

Hours Monday - Friday: 9am - 5pm

