MOVE AUTHORIZATION FORM

TODAY'S DATE:_____ **UNIT#:**_____ **DATE OF MOVE:** _____

MOVE TYPE: _IN _OUT _Delivery _Move within the Building _Storage

RESIDENT NAME: _____ **PHONE:** _____

RESERVED MOVE TIME: Monday through Friday _9:30 am to 12:30 pm_ 12:30pm to 3:30pm and _4:00 to 7:00. Saturday _ 10:15 a.m. - 12:15 p.m. _12:15 p.m. - 2:15 p.m. and 2:15 p.m. - 4:15 p.m. No Move In's Sundays or Holidays

I, _____,have read and understand the rules and regulations listed below.

SIGNED: _____
Resident Signature

Approved this ____day of _____, 2025

_____
Signature of Authorized Personnel

MOVE-IN/OUT RULES & REGULATIONS

1. Resident WILL be required to check in with the Concierge before and after the move. The Concierge and resident **WILL** review a checklist of items for the freight elevator and common areas used during the move. Common areas include hallways, lobby area, and first floor loading dock area.
2. The Resident **MUST** have a current building registration, and **WILL be required to pay a $100 refundable deposit,** in the event of damage.
3. Resident and helpers are prohibited from propping the elevator doors or the loading dock doors during the move.
4. All guests' actions **WILL** be the River Place West shareholder/occupant responsibility.
5. Management is **NOT** responsible for loss or theft of property during the move. Management recommends Tenant have enough people available to keep watch over moving truck, elevator and apartment during the move.
6. Resident is required to flatten empty boxes and place them in the dumpster marked **"Cardboard only".**
7. The Shareholder/Occupant **WILL** be held personally responsible for any property damage or loss caused by Resident's misuse in accordance with Section 7.7 (b) (2) and 7.7(d) of the Bylaws.
8. Freight elevator occupancy **ONLY** allowed between the hours 9:30 am to 12:30 pm, or 12:30 pm To 4:30 pm

*****FOR FRONT DESK USE ONLY*****

Deposit Received *(circle one):* ***Yes*** ***No*** ***Check#***_____

Deposit Returned *(circle one):* ***Yes*** ***No***

Attention::::::::: Attach a photo copy of check to back of this form::::::::::