

HARBOUR MANSION CONDOMINIUM ASSOCIATION

675 Ocean Avenue
West End, NJ 07740
732 229-7900

MOVE-IN/ MOVE OUT FORM

DATE _____

UNIT # _____

UNIT OWNER NAME _____

TENANT NAME IF APPLICABLE _____

MOVING DATE _____

TYPE OF MOVE _____

NAME OF MOVING COMPANY _____

INSURANCE CERTIFICATE RECEIVED _____

DEPOSIT RECEIVED _____

NOTES

SIGNATURE _____

DEPOSIT RETURNED _____

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MOVE-IN/ MOVE OUT POLICY

1. An owner/tenant of a unit must schedule the move-in/move out with the management company at least one (1) week in advance of a move-in or move-out of the building. Moving in and out must be done Monday thru Friday between the hours of 9:00 a.m. and 4:00 p.m. There will be no move in/move outs scheduled on Fridays from Memorial Day thru Labor Day. Only one (1) move-in/move-out is permitted during any day. The unit owner must supply a Certificate of Insurance for the moving company. The certificate must name Harbour Mansion as an additional insured. The certificate holder is Harbour Mansion Condominium Association and must be delivered to the managing agent prior to the move in/out
2. Moving in and out must be done using the padded elevator. The other elevator must be left available for use by the other unit owners.
3. The unit owner/tenant must pay a deposit of \$250 for the move-in/move out with the Association prior to the day of moving, whether new to the complex or a current resident moving to a different unit. The \$250.00 deposit will be returned after inspection of the common and limited common areas for any damage caused during the move. The move-in/move out fees are to be payable to the Harbour Mansion Condominium Association and shall be delivered to the Association's managing agent. This \$250 deposit is separate from the move- in/move out fees collected at closing.
4. Any damages caused during a move-in or move-out will be charged to the unit owner. Therefore, the owner should inspect the moving route prior to the move, note any prior damages of the common elements and limited common elements, and notify the management company in writing of any prior damages of the common elements and limited common elements. Any claim for damages by the Unit Owner towards the Moving Company will be the Unit Owners responsibility
5. Damages caused by a tenant will be charged to the unit owner's account.
6. Unit owners must remove all debris created by the move.
7. During a move-in or move-out, boxes, furniture and other items may not be lined-up in the common hallways. Items are not allowed to be placed on any wall surface or block any doors.
8. Security Guards and Staff will direct movers on where to park, sign in etc. Anyone who does not adhere to the rules while on site will be asked to leave immediately.