

## **MIRAMONTE POINTE CONDOMINIUM BUILDING #2** **MOVE-IN / MOVE-OUT PROCEDURES**

1. Moves through the lobby are prohibited at all times.
2. Moves past 10:00 PM are not allowed.
3. The elevator **MUST** be padded the evening prior to the date of the move.
4. The buyer of a unit needs to meet with a Board member(s) at least 2 weeks prior to the move date for an "informational meeting" to review the conditions and rules pertaining to moving.
5. A Move-Out deposit of \$250.00 is required.
6. This deposit is refundable if no damage to the common areas was sustained during the move.
7. A member of the Board will inspect the common areas the day after the move.
8. An elevator key must be obtained through the Board for the move.....this key must be returned directly to a Board member after the move.
9. Moves must take place via the garage.
10. The moving van/truck must remain at the top of the ramp, and the vehicle **MAY NOT** enter the garage nor obstruct any garage traffic.
11. The overhead garage door should be secured in the upward position (flick switch "off").
12. Once the move is completed, lower the garage door by flicking the overhead switch to the "on" position.
13. Make sure the garage door is working properly.
14. All large boxes and move-in boxes should be flattened and placed into the dumpster. If the dumpster is full, the homeowner should make arrangements to remove the boxes from the premises. If unable to do so, a \$55.00 fine will be assessed to the homeowner.