

# **Normandy Hills #3**

## **MOVING IN OR OUT PROCEDURES**

Notice must be given to the Management Company for all move-ins and all move-outs at least five (5) working days prior to the move. Only one move at a time is permitted. There is a move-in/move-out non-refundable fee in the amount of \$100.00 and a damage deposit fee in the amount of \$250.00 for both the buyer and seller of the unit. This deposit will be fully refunded to a move-out owner providing there are no damages to the common areas during the move. The damage deposit fee will be completely refunded to the move-in (new) owner upon completion of any major work done in the unit. This is to ensure that nothing in the building is damaged or broken as a result of work done.

A request for the elevator to be padded and a mat put down on the elevator floor should be called into the Management Company for the specific day(s) needed five (5) days in advance.

All furniture and belongings must be moved in or out via the elevator and the garage door. Under no circumstances are they to be moved through the front lobby doors. Only if a furniture piece is too large to fit into the elevator, it must be moved in or out, or carried down or up a stairwell to or from the garage for all units.

Movers are not permitted to tie up the elevator. Reasonable access to the elevator must be given to all Unit Owners at all times. Moving trucks may park in the garage driveway, but well to the side so that a car entering or leaving the garage has room to pass it.

Hallways cannot be blocked and movers cannot “camp” in the hallway to eat lunch or rest.

Any moving in or out should be done with expediency and with the least disturbance possible. The security entrance door should not be left open or unattended at any time. On completion of the move it is your responsibility to make sure that all doors are locked and the garage door closed.

Placing of furniture boxes, personal items, etc. in the lobby or out on the lawn, walks or parking areas is strictly prohibited.

The Unit Owner is responsible for arranging for the prompt disposal of all packing materials, old carpeting, etc. in the event that these items do not fit into the trash dumpsters. It is each owner's responsibility to arrange for disposal. Cartons and boxes must be broken down, laid flat and put into a trash bin. By not adhering to this, your deposit will be forfeited.

The Unit Owner must properly dispose of packing material, carpeting, etc.

**PROCEDURE:** Please deliver your checks in the amount of \$100.00 and \$250.00 payable to Normandy Hill Condominium Association No. 3 to the Management Company or to a member of the Board of Directors as soon as you know the date you will be vacating the premises. The buyer of your unit should also be advised of this procedure prior to the move-in.