

Move and Large Item Delivery Procedures Policy and Agreement

Updated 11/12/24

- a. Moves and Large Item Deliveries
 - i. Moves include a Unit Owner or Tenant moving in or out of a unit, and multiple boxes required for move-in or move-out when ownership or tenancy of the Unit is changing
 - ii. Large Item Deliveries are those that require two people to move the item, but the occupancy of the unit is not changing.
 - iii. Deliveries that can be managed by a single person and that do not involve multiple moving boxes or furniture in or out of a unit are not considered Moves and are not subject to this policy.
- b. Scheduling of Moves
 - i. Each party moving out and in must separately complete a Move Agreement and submit it to the Property Manager at least seven (7) days prior to the planned date. Each Agreement must be accompanied by a Transfer Fee equal to the amount of the monthly unit dues, half of which could be refundable assuming no damages. Unscheduled moves will not be allowed use of the elevator and the Unit Owner will be fined for violation of the Move Policy.
 - ii. Moves may be made Monday through Saturday between 9:00 a.m. and 5:00 p.m. Moves on Sunday may be made between 11:00 a.m. and 5:00 p.m.
 - iii. The Unit Owner must confirm the move date and time with the Property Manager 48 hours in advance of the move to arrange for building and/or garage access.
- c. Large Item Deliveries
 - i. Large item deliveries do not require a Move Agreement or Transfer Fee, but are subject to the same conditions for Move In/Move Out as specified in the Preparation, Liability and Damage section. The Management Committee may assess the Unit Owner for damages that occur during a Large Item Delivery and may fine the Unit Owner for not complying with the required conditions.
- d. Preparation, Liability and Damage
 - i. Unit Owners and Tenants are jointly and severally liable for all damage done to the Common Areas or another Unit during the move.
 - ii. All move requests require a non-refundable Transfer Fee. This is paid to the Donner Towers HOA via the Property Manager at the time the move agreement form is completed.
 - iii. A Unit Owner is responsible for paying for any and all damages that occur during a move, which will be detailed and invoiced to the responsible party by the Property Manager.
 - iv. The Unit Owner is responsible for providing a licensed and insured professional mover (if used) with the required conditions for the move and for insuring the conditions are followed.
 - v. The following are required conditions during the move:
 - 1. No exterior door may be left propped open and unattended.

2. Protective covering must be used for the entryways, hallways and elevator cab walls during the moving process. The Unit Owner is responsible for arranging for use of the HOA's elevator cab protective coverings, if needed, by contacting the Property Manager at least three days prior to the move. It is the mover's responsibility to ensure that these are in place prior to beginning the move.
3. The weight capacity of the elevator is 3000 pounds and this weight limit cannot be exceeded. If the move results in the elevator stalling, the amount for the repair will be billed to the Unit Owner.
4. The elevator door may not be propped open during the moving process.
5. The stacking of furniture and/or moving boxes on the sidewalks or in Common Areas is not allowed.
6. Moving boxes and packing materials must be disposed of in the appropriate bin: Trash or Recycling. The items to be disposed of must be taken directly to the bins and may not be deposited in the trash chute. The Unit Owner is responsible for assuring the items are deposited in the correct bin. FLATTENED boxes are to be placed in the Recycling bin. If a Unit Owner does not flatten moving boxes, a \$200 fine will be levied for each new instance of boxes that have not been flattened. If the appropriate bins are full, the Unit Owner must wait until the bins are emptied to dispose of their materials. Unit Owners may not overfill bins or place items on the floor next to the bins. A \$200 fine will be levied for each new instance of improperly placed garbage or packing materials.

e. Move Violations

- i. The Unit Owner will be fined \$200 for each violation of the conditions required for a Move as listed in this policy. The Unit Owner will also be responsible for any damages to the common areas during the move.

Donner Towers Home Owners Association Move Agreement

I hereby acknowledge receipt of and agree to abide by the Donner Towers Home Owners Association's Move Procedures, which are incorporated herein by this reference. I understand and agree that I will be responsible for any damage incurred as a result of this Move and hereby agree to pay the costs of any such damage repairs, cleaning and so forth, as determined by the Management Committee. This agreement is accompanied by a non-refundable \$700 Transfer Fee, which covers only management time in arranging for the move and does NOT cover costs of any damages to Common Areas or Limited Common Areas that occur as the result of the move.

Anticipated Move Date: _____

Please NOTE that the Anticipated Move Date must be confirmed with the Property Manager at least 48 hours in advance of the date so we can assure we can assure all move protection and procedures are being followed.

☐ I am using a professional licensed and insured moving company as follows:. Name of Professional Movers:

☐ I am NOT using a licensed and insured professional moving company.

Donner Towers Building:

Donner Towers Unit #:

Unit Owner Name (printed):

Unit Owner Signature _____ Date: _____