



# Admiralty Club

CONDOMINIUM

## Admiralty Club --Move --in/out policy

This move in policy addendum shall be signed by owners and shall apply to owner and tenant in the condo unit #\_\_\_\_\_ for moving in and moving out. Owner/tenant shall schedule move with on site manager. Moving shall take place only during the following hours:

**Monday through Friday from 8:00 a.m. to 3:00 p.m.**

**Saturdays from 8:00 to 12:00 p.m.**

**No other moving times shall be allowed.**

All moves must be scheduled with the on site manager and put on the calendar for maintenance to prepare and protect our common property as stated below :

1. Elevators shall be padded
2. Walkways shall be lined to protect coating
3. Owner/tenant shall schedule so elevator may be reserved & key obtained for specific moving.

Owner/tenant shall sign below acknowledging this addendum. Bottom portion shall be signed upon elevator key reservation; and manager shall sign upon return of elevator key and walk thru of common property.

If any property is damaged, scraped, cut, broken or left in any other condition than original, owner shall be notified with damage described on walk thru sheet and elevator return key. Cost of damage shall be billed immediately to owner and due upon receipt. By signing below, Owner/tenant acknowledges the above stated.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board member/witness

\_\_\_\_\_  
Date

\*\*\*\*\*

By signing below, owner has scheduled move date with manager and agrees to final walk thru upon return of elevator keys.

\_\_\_\_\_  
Owner/tenant

\_\_\_\_\_  
MOVE DATE

\*\*\*\*\*

Owner/tenant hereby returns elevator keys and has performed the walk thru manager. Damage is specifically stated below. Owner/tenant acknowledges damage and agrees to pay for damage once bid is received from contractor for damages.

Damage noted, if none, please indicate NONE \_\_\_\_\_

\_\_\_\_\_  
Owner/tenant

\_\_\_\_\_  
manager