

Island Point Inc. No. 1, A Condominium
BAY HOUSE

MOVE-IN/OUT POLICY

WHEREAS, in order to coordinate moves, ensure compliance with the bylaws, resolutions and existing rules and regulations, and to recover the costs resulting from maintenance of the common elements used or affected as a result of moves, the Board wishes to establish procedures and impose a single Refundable Deposit covering moves into and out of BAY HOUSE units.

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures apply when a unit owner or their lessee moves into or out of a unit in BAY HOUSE.

1. Move-in or move-out is defined as initial move into a unit to establish occupancy or the move out to end occupancy either by an Owner or their Lessee. Move-in or move-out of furniture or appliances requiring hand trucks or more than one person to carry shall be completed on the day of the scheduled move within the allowed hours, 8:00 AM through 5:00 PM
2. All move-ins and move-outs must be scheduled with the Management Company, (Jim Nobles Management, Inc.) in accordance with the Rules and Regulations, and take place Monday through Friday, between the hours of 8:00 AM and 5:00 PM, excluding holidays. **Bay House recognized holidays are: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.* The Managing agent or the Board of Directors shall have the authority to prohibit any moves that have not been scheduled and authorized.
3. In order to schedule a move, the Owner or Lessee must notify the Management Company in writing of desired date and time of the authorized move at least five (5) calendar work days prior to the date requested for the move. Monday, Wednesday and Fridays are trash days and coordination is necessary on those days. In order to complete the move in/out request, the resident must provide his/her full name, address, home and cell/work phone numbers, E-Mail address, name of moving company, and contact information for the moving company representative, including his/her phone number. (SEE PERMIT)
4. All move-ins or outs shall require a Refundable deposit of \$500.00. This deposit will be refunded when move is completed and no damage exists to the common area and elevator.
5. Prior to a Lessee moving into a unit, the Owners must provide the Management Company with a signed Lease and Addendum indicating the identity of all principals moving into the unit.
6. During the move, at no time shall the common areas be blocked in a manner to prohibit access by residents, in and/or out of the building. All trash including cardboard boxes shall be removed from common areas and disposed of daily off site. All common elements must be protected from damage.
7. Every effort should be made during the move to reduce noise so that residents are not disturbed.
8. Within 24 hours after a move-in or out, the Board's designated representative and unit owner or representative will perform an inspection of the common elements with to reveal any damage that might exist. If damage to common elements is found to be over the \$500.00 the cost of the repair will be assessed against the Owner of the Unit.
9. Pre and Post inspections of all common areas and elevators that are used will be required. (SEE PERMIT)

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BAY HOUSE

MOVE-IN/OUT PERMIT
\$500.00 Refundable Deposit

BETWEEN THE HOURS OF 8:00 AM AND 5:00 PM, MONDAY –FRIDAY EXCLDING HOLIDAYS

Owners Name: _____

Owners Address: _____

Date requested for Move: _____

Owners Phone: _____

Lessee Name: _____

Lessee Address: _____

Lessee Phone: _____

Moving Company Information:

Name of Company: _____

Contact Information: **Phone:** () **Name:** _____

Address: _____

\$500.00 deposit paid: (Yes) (No)

Elevator pads: (Yes) (No)

PLEASE GIVE 24 HOURS NOTICE WHEN ELEVATOR PADS ARE REQUIRED AND FOR HOW LONG.

Approved: (Yes) (No)

Date: _____ Pre-Inspection Owner _____ Association _____

Approved: (Yes) (No)

Date: _____ Post-Inspection Owner _____ Association _____