



MOVE-IN/MOVE-OUT NOTIFICATION FORM

1. Any person moving into a unit or out of a unit shall provide to the Management Company a security deposit in the amount of three hundred dollars (\$300.00) before a move may be scheduled. This deposit shall be refunded in full provided there is no damage to any common areas, limited common elements, or Association grounds. In the event there is any damage to any such area, then the cost of the damage will be deducted from the deposit. If any damage to any such area exceeds the cost of the deposit, then either the previous owner or the current owner, whichever is more appropriate, shall be responsible for any additional amounts.
2. Any person moving into a unit or out of a unit may submit a written request to the Management Company for an inspection of common areas, limited common elements, or Association grounds that could be damaged in connection with the move. This request shall be made at least ten (10) days before a scheduled move. An inspection shall be made by a member of either the Board of Directors or the Welcoming Committee. The person moving into or out of a unit may further request that they be present during the inspection. Should the person moving in or out of a unit not request an inspection, then this person waives the right to dispute a finding that damages occurred to any common areas, limited common elements, or Association grounds in connection with the move.
3. The buyer of a unit shall provide to the Management Company an additional non-refundable fee in the amount equal to one month's assessment before a move may be scheduled. This fee shall be deposited into the Association's reserve account.
4. **Any person moving into a unit or out of a unit shall contact the Management Company at least five (5) business days before the date that they wish to move, in order to schedule a date and time for a move-in or move-out.** A move may only be carried out on a date and at a time that is approved by the Management Company. (This is required so that multiple moves or other activities at a building may be scheduled in such a way so as to minimize congestion in the elevators or other common areas, as well as to make sure that protective pads are installed in the elevators for every move). In response to a violation of this provision, the Board of Directors is specifically authorized to impose a fine of up to one hundred dollars (\$100.00) for a first offense and every subsequent offense.
5. Moves may only occur between the hours of 8:00 a.m. to 5:00 p.m. on Mondays through Saturdays; and no such activities may be carried out on Sundays or holidays.

6. **Any person moving into a unit or out of a unit should request an elevator key from the Management Company or a member of the Welcoming Committee at least ten (10) days before a scheduled move.** The Board of Directors is specifically authorized to impose a fine of up to fifty dollars (\$50.00) if the elevator Key is not returned to a member of the Welcoming Committee.
7. Any moving or delivery vehicle parked outside of a marked parking space shall have a placard or notice displayed on the dashboard or windshield, which advises what unit is being serviced during a move, so that the driver can be contacted to move the vehicle.
8. If any moving or delivery vehicle parks near the front door of a building for a move, then enough room should be left so that others may enter and exit the building without difficulty.
9. If any moving or delivery vehicle is parked in a parking lot for a move in such a manner that could prevent another vehicle already parked in a parking space from pulling out, then the driver shall remain with the vehicle at all times.
10. If any moving or delivery vehicle is parked in a garage for a move, then the driver shall remain with the vehicle at all times and the engine of the vehicle should also not be warmed up or left idling inside a garage, as these actions can be the source of carbon monoxide poisoning.
11. It is the obligation of the party moving to maintain the security of the building during the moving process. **At no time during a move shall a door be propped open and then left unattended.**
12. Any boxes, packing materials, or any other garbage shall be properly disposed of after a move. No garbage of any kind from a move shall be left in any common areas. Packing materials shall be removed from any boxes used in connection with a move and all empty boxes shall be flattened and placed in, behind, or alongside the recycling dumpster in the garage. Bubble wrap and Styrofoam packing material, which are NOT recyclable materials, should be placed in the trash dumpster.
13. Anyone needing to dispose of large items shall contact the Management Company to arrange waste disposal pickup of such items. No one shall place large items in or near any dumpster for disposal without the specific permission of the Management Company. "Large items" shall be considered to be kitchen appliances, furniture, rolls of carpeting, or items of similar sizes or dimensions. In response to a violation of this provision and in addition to any costs incurred to remove any large items, the Board of Directors is specifically authorized to impose a fine of up to one hundred dollars (\$100.00) for a first offense, a fine of up to two hundred and fifty dollars (\$250.00) for a second offense, and a fine of up to one thousand dollars (\$1,000.00) for every subsequent offense.

MOVE-IN/MOVE-OUT NOTIFICATION FORM

Please fill out and return this form to the Management Company along with any required move deposit of \$300.00.

Name(s) _____

Address moving to/from: _____

Unit# : _____

Telephone # _____ Email _____

Person Moving: Owner Tenant Moving In Out

If a Tenant, Name of Owner _____

Address of Owner _____

Date(s) of Move _____

Requested start time of move (refer to Association Rules): _____ Note- The move will not be scheduled if an accurate time is not provided.

Intercom System Entries Note that entries appear last name, first initial.

Last Name: _____ First Initial: _____ Phone #: _____

Last Name: _____ First Initial: _____ Phone #: _____

Return form and moving fee to:

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