



THE ROTUNDA BUILDING
CONDOMINIUM ASSOCIATION, INC.

THE ROTUNDA CONDOMINIUM ASSOCIATION
MOVE-IN/OUT PROCEDURES

The following information is incorporated into the Rules & Regulations regarding the policies in place for residents who are moving into or out of The Rotunda. **Please make certain your Mover's are aware of the attached requirements that are applicable to your move.**

1. A copy of the lease must be provided to management for approval prior to moving in. A move-in/out fee of \$25.00 is required for elevator preparation, inspections and administration. A separate \$250.00 deposit is also required. Checks should be made out separately and payable to The Rotunda. Once an inspection of the elevator and common elements is performed the deposit will be returned minus charges for common area damages and deducting the \$25.00 fee should you fail to pay that charge in advance. Owners failing to provide the required fee and/or deposit will have their account assessed for both charges. The fee and the deposit must be received by the association management company prior to scheduling your move.
2. All moves must be scheduled at least 3 days prior of actual move in date and all moves must be scheduled between the hours 8:00 a.m. and 6:00 p.m.
3. All move in/move outs are to be performed utilizing the construction/move in/move out elevator as pads are maintained in said elevator to protect the elevator cab and your belongings.
4. When moving into The Rotunda Condominiums, all possessions must go from the moving vehicle into the elevator and from the elevator into the unit. Personal items, furniture, boxes, etc., cannot, at any time, be placed on the common elements, i.e. in the lobby area or hallways. This is a Violation of the Safety and City Fire Code and must be enforced.
5. When moving out of The Rotunda Condominiums, all possessions must go from the unit into the elevator and from the elevator into the moving vehicle. Personal items, furniture, boxes, etc., cannot, at any time, be placed on the common elements, i.e. in the lobby area or hallways. This is a Violation of the Safety and City Fire Code and must be enforced.



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6. Movers are to furnish their own dollies, carts or other conveyances
7. Entrance and exit doors of the building cannot be left unattended or propped open at any time for security purposes.

ELEVATOR ACCESS PROCEDURES

When moving belongings into or out of the community, all residents must utilize the freight elevator.

In order lock the elevator doors open when you are loading or un-loading the elevator, open the metal door on the wall to the left when you enter the elevator and move the switch inside. This will lock the doors open, which will hold the elevator from moving. **DO NOT** place anything next to the elevator doors to hold them open as it can cause damage to the sensors.

Make sure you return the elevator to the first floor when you are done using it.

TENANT'S ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Rotunda Move-In/Out Procedures and upon my signature below do hereby agree to the compliance by myself, my tenants and any other persons involved in the moving process.

Name: _____ Unit: _____

Signature: _____

_____ Move-In _____ Move-Out Scheduled On: _____

Scheduled By: _____ Date: _____