



**THE ROTUNDA BUILDING**  
**CONDOMINIUM ASSOCIATION, INC.**

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**THE ROTUNDA CONDOMINIUM ASSOCIATION**  
**MOVE-IN/OUT PROCEDURES**  
**FOR OWNERS & TENANTS**

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 requirements below that are applicable to your move.**

1. A copy of the lease must be provided to management for approval prior to moving in. **A non-refundable move-in/out fee of \$25.00 is required for elevator preparation, inspections and administration. A separate refundable \$250.00 deposit is also required for any damages that may occur. The fee and the deposit will be assessed to the Unit Owner's Account. The \$250 refundable fee will be removed from the account if there are no damages during the move-in/out process.** Checks should be made payable to The Rotunda Condominium Association.
2. All moves must be **scheduled at least 3 days prior to 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.
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. **Damage to the doors will be billed separately as this is a safety concern.**



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**MOVE-IN/OUT PROCEDURES ACKNOWLEDGEMENT FORM**

I hereby acknowledge receipt of The Rotunda Move-In/Out Procedures and, upon my signature below, do hereby agree to compliance by any persons involved in the moving process. **(Tenant & Owner/Property Manager must sign – separate forms from each person are ok)**

Printed Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Signature: \_\_\_\_\_

I am the Owner \_\_\_\_\_ I am the Tenant \_\_\_\_\_ I am the Property Manager \_\_\_\_\_ (Please check one)

Printed Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Signature: \_\_\_\_\_

I am the Owner \_\_\_\_\_ I am the Tenant \_\_\_\_\_ I am the Property Manager \_\_\_\_\_ (Please check one)

\_\_\_\_\_ Move-In      \_\_\_\_\_ Move-Out      Scheduled On: \_\_\_\_\_

Scheduled By: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE KEEP THE FIRST PAGE OF THIS FORM, SHOWING THE PROCEDURES, FOR YOUR RECORDS**

**Return the completed form to [asmith@theselectgroup.us](mailto:asmith@theselectgroup.us)**