

MOVE IN & OUT FORM

Date Submitted _____ Date Requested _____ UNIT NUMBER _____

Owner Info	Tenant Info (If Applicable)
Name:	Name:
Phone Number:	Phone Number:
Email Address:	Email Address:

All moves will be scheduled a minimum of 10 days in advance. Dates are subject to approval as only one(1) move is scheduled per day.

Moves are scheduled from 9am-6pm Monday - Friday. Additional fees are applied for moves that progress past the allotted time.

There will be a \$150 move fee attached to the unit account that must be paid prior to the move.

- Please do **NOT** prop entry doors during moves.
- We ask that you take appropriate precautions and respect the property and our residents.
- ALL UPHOLSTERED FURNITURE (Mattresses, sofas, upholstered chairs, etc.) Must be wrapped in plastic.
- All Household goods must be boxed.
- Access devices will have front door access only until move and inspection are complete. • Unless previous arrangements are made with management, access is deactivated at the conclusion of a move out.
- All boxes must be broken down (flat) and placed in the recycling container at the first floor of the garage.

Owner Signature: _____ Date _____

Tennant Signature: _____ Date _____

Manager Approval: _____ Date: _____