



## MOVE IN/OUT

All move-ins/outs must be scheduled and paid for with management a minimum of 5 business days before the move occurs. The \$200 moving deposit is refundable after inspection as long as no new damage is made to the common area. A move not paid for/scheduled with management will be subject to a fine of \$200.

Circle Which Applies:                      Move In                      Move Out

Building Number: \_\_\_\_\_ Unit \_\_\_\_\_

Owners Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Who is moving in/out? (circle)              Owner                      Tenant

Name of Tenant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### Moving Information:

Date of Move: \_\_\_\_\_

Time of Move\*              Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*Moving hours are Monday-Saturday 8:00am-7:00pm and Sundays 10:00am-5:00pm.