

COLUMBIA PLACE MOVING POLICY

1. A fee of \$150.00 will be charged to the unit owner when there is a move-in and move-out of a unit by either a tenant or an owner. There will be only one fee applied and not a separate fee for each move-in and move-out.
2. Moving is permitted between the hours of 8:00 am and 6:00 pm only. The only two access points to be utilized during moves are the pedestrian doors facing G Street and the main pedestrian gate on Columbia St. near G Street.
3. Moves must be scheduled through the Management Company. not less than seven (7) days in advance. Moves are scheduled on a first come/first served basis. Columbia Place On-site maintenance will conduct a pre-move-in and post-move-out walkthrough to ensure that a fair assessment is made of damages caused by the move.
4. The Board requires that a copy of a new lease for all tenant move-ins be submitted with a completed O.T.O.I Form (Owners & Tenants Occupancy Information Form). A move-in will not be scheduled without this paperwork and payment of the required \$150.00 Move Fee.
5. Upon payment of the non-refundable moving fee, the occupant will be issued moving permits that must be posted by the occupant in the elevator and on any door that will be used to move. A list of registered moves and the dates on which they are scheduled will be posted in the locked bulletin boards outside the elevators in the garage.
6. For any observed move that is not posted on the schedule or that does not post a valid permit, the unit owner will be assessed a \$150.00 penalty fine plus the \$150.00 Move-fee, and the amount of any damages that might be caused.
7. All residents are urged to report any moving activity or any instance where building entry doors are propped open that is not listed on the posted schedule of registered moves or where there is no visible permit posted. Such instances should be reported immediately to the Management Company.
8. Unit owners are responsible for their guests, tenants and their movers. Unit owners are responsible to see that moves are registered, the deposit paid, and for all damage to facilities including, but not limited to doors, walls, elevators, plants, furniture, floors, etc.
9. Appropriate precautions must be taken when moving any goods on elevators, walkways, stairs or hallways to avoid damage, dirt and unnecessary noise.
10. Doors/gates left unattended during the moving process are a breach of security of the building and is subject to disciplinary action by the Board of Directors. Please be considerate of your neighbors.
11. ALL PROFESSIONAL MOVERS MUST BE BONDED AND INSURED.