

#### 14. MOVE-IN/MOVE-OUT & FURNITURE/APPLIANCE DELIVERIES

##### Definition of Move-in/Move-out vs. Deliveries

For purposes of these regulations a “Move-in/Move-out” shall be defined as the moving/delivery of more than two pieces of furniture or large appliances, and more than six boxes. Situations which fall below these limits shall be considered a Delivery.

##### Insurance:

Prior to move/delivery date, moving and/or delivery company must present a Certificate of Insurance to the Management Office indemnifying the Parris Landing Condominium Association, its Officers, Directors and Managing Agent from all liability whatsoever. Contractors must carry a minimum Liability Policy of \$1 million per occurrence/\$2 million aggregate and Workers’ Compensation with minimum statutory coverage.

##### Inspections:

Prior to and upon completion of the move or delivery, a Parris Landing representative will inspect all common areas being utilized during the move/delivery with the Unit Owner, resident, and/or contractor. The Unit Owner will be responsible for damage to the interior or exterior of the building attributed to the unit Owner or his/her lessee’s moving activity.

##### Contractor Parking and Badges:

All contractors must check in with the Concierge who will instruct them as to the location to park their vehicle. The Concierge will issue each Contractor a badge upon signing in. This badge must be worn at all times to display the company name, unit # they are working in and date, and should be returned upon the completion of the move/delivery.

##### Elevator Use:

Prior to the use of an elevator the elevator must be padded by a Parris Landing representative. The elevator will be locked for the exclusive use of the contractor.

##### **Move in/Move out**

Residents moving in/out or within the building must contact the Management Office during normal business hours to schedule the move. Reservation requests should be made as far in advance as possible to ensure availability of an elevator and/or entrance door. Moves are scheduled on a first-come, first-serve basis.

**Any violation of the Move-in /Move Out policy will result in a \$500 fine.**

Moving hours are limited to the following times: Moving hours are strictly enforced.

Monday – Friday: 8:30am – 12:30pm

Monday – Friday: 12:30pm – 4:30pm – Move must start no later than 1pm

Saturday: 9:00am – 1:00pm

Moving is prohibited on Sundays or the following holidays:

- |                   |                   |                         |
|-------------------|-------------------|-------------------------|
| * New Year’s Day  | *Rosh Hashanah    | *Day After Thanksgiving |
| *Memorial Day     | *Yum Kippur       | *Hanukkah               |
| *Independence Day | *Thanksgiving Eve | *Christmas Eve          |
| *Labor Day        | *Thanksgiving     | *Christmas Day          |
|                   |                   | *New Years Eve          |

Holidays or other days may be designated and changed from time to time by the Trustees or its designated representative.

