

The Barclay Owners' Association

MOVE-IN/MOVE-OUT PROCESS – 9/1/10

Obtaining Permit: Anyone planning a move-in or move-out must secure a permit from The Barclay management office manager three (3) days in advance.

Permits sought for a move scheduled in fewer than three (3) days will be issued at the discretion of The Barclay management. Any resident or workman engaged in a move is required to have the permit on hand to show Barclay staff or building captains that permission has been granted. None of the five lobby entrances are ever to be used during a move.

Deposit/Fine: A \$200 deposit must be paid at the time the permit is secured. The deposit will be returned following management's satisfactory inspection of the area involved.

If the inspection is unsatisfactory, the \$200 deposit will not be returned as it will cover any damages that may occur anywhere inside or outside the buildings during the move. It will also cover fines for any moves accomplished without a permit or outside of hours allowed. If the damages exceed the \$200 deposit, the owner will be held responsible for the difference.

Hours: Permitted moves are limited to the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday and 8:00 a.m. to 12:00 noon on Saturday. A Saturday move permit will be issued at a cost to the homeowner/resident of \$100 for the first four (4) hours. Any additional hours will be charged at \$25 an hour to cover the cost of off-duty personnel coming in to monitor the move. Permits will not be issued for moves on Sundays, holidays or after hours. The term "holidays" refers to any weekday or Saturday when The Barclay office is closed.

Violations Resulting in Forfeiture of \$200 Deposit

<u>The Barclay Office will issue:</u>	<u>Deviation from Route Assigned:</u>
Building Entry Key (do not prop door open at any time)	Elevator
Use key for in/out.	Stairs
Gate Entry Key for entrance and exit	Hallways
Barclay I.D. (tags)	

Damage to:

- Carpet
- Vinyl and/or mosaic floors
- Astro Turf
- Elevator walls, plastic light cover, floor, mirror
- Building walls, hallways, stairs, door
- Ceiling
- Lights
- Exit Sign
- Emergency Light
- Horn
- Fire Extinguisher Case (Glass)
- Standpipe and Hose Case (Glass)
- Fences, gutters and drains
- Carport structure and sheet metal cover
- Iron Gate

This permit will become the back page of the Move-in/Move-Out
Process Instruction sheet.

One copy will be retained for office records

THE BARCLAY – MOVE NOTICE

Resident _____ Building # _____ Unit # _____

Time: _____ Date: _____ In: _____ Out: _____

Route Assigned: _____

Deposit Collected by: _____ Date: _____

Office Signature: _____ Date: _____

Resident Signature: _____ Date: _____

Inspected by: _____

Damage or Violation: () No Damage or Violation: ()

Deposit Forfeited: _____

Inspector's Signature

**I AGREE NOT TO PROP
DOORS OPEN OR ALLOW
MOVERS TO PROP DOORS
OPEN AT ANY TIME, AND
UNDERSTAND THE
CONSEQUENCES OF
FORFEITURE OF DEPOSIT.**

INITIAL: _____ DATE: _____

Deposit Returned: \$ _____

Resident Signature: _____

Attachment for Move-in / Move-out Policy

The Barclay Office Will issue:

Building Entry Key (do not prop door open at any time) Use key for in/out.
Gate Entry Key for entrance and exit

Route Assigned:

Elevator
Stairs
Hallway

Avoid Damage to:

Carpet
Vinyl and / or mosaic floors
Astro Turf
Elevator walls, plastic light cover, floor, mirror
Building walls, hallways, stairs, door
Ceiling
Lights
Exit Sign
Emergency Light
Horn
Fire Extinguisher Case (Glass)
Fences, gutters and drains
Carport structure and sheet metal cover
Iron Gate

7/28/10/br