

CHW MOVE-IN/MOVE OUT & DELIVERIES POLICY

Moving and delivery dates must be scheduled with management. Only one move per day will be scheduled. 3-day advance notice to the management office for a Saturday move is required.

Move in/Move out/Delivery Hours are:

Monday through Friday between 8:00 a.m. and 7:00 p.m.
Saturdays between 9:00am through 2:00pm
No holidays

The unit owner is responsible for complying with the Move in/Move Out regulations and must obtain a copy of the policy from management or on-line at www.chapelhillwest.com before the move. The unit owner must sign their acceptance of our policies. It is the responsibility of the unit owner to explain the condominium move in/move out rules to the mover as well as to their tenant(s).

Failure to abide by the move in/move out schedule and hours will result in a fine. (See Summary of Fees and Fines contained in this document).

Unit owners or tenants of unit owners shall place a deposit with the management office 15 days before moving in or out of the condominium. The deposit is \$500. This requirement shall be noted in all certificates issued pursuant to G.L. c.183 A a (6d), for both the buyer and the seller.

After the move is completed and it is determined that no damage has been caused to the common area or fines assessed, the deposit will be returned. If the damage is caused to the common area, the cost will be deducted from the deposit. If the deposit



is not adequate to cover the damage, the unit owner will be billed accordingly. Each owner of a tenant-occupied unit will be required to fund the deposit each time there is a change in occupancy. Failure to submit said deposit with the management office will result in the temporary suspension of your project.

The Board of Trustees has experienced and observed damage to common areas and have incurred administrative expenses resulting from changes in occupancy in the various units of this condominium.

Unit owners are responsible for any damage to entryways, lobbies, elevators, hallways, carpeting, wallpaper or doors and doorjambes etc. Owners are charged for the disposal of materials that are not left in the proper areas. The mover must remove all packing materials and not leave them in our dumpsters.

Furniture, appliances, and large packages are to be brought in by the ramp doors only. These items are subject to the same time and date restrictions as the Move in/Move out rules.

Under no circumstances are large items to be moved or delivered through the front doors in the lobby, nor are any items to be raised to or lowered from the balconies.

Only one elevator may be used during the move. Pay close attention to the maximum load capacity sign above the control panel. Overloading the elevator could trip the floor leveler, which will make the elevator inoperable. All expenses required to return the elevator to an operable condition will be passed along to the unit owner. To reduce the inconvenience to our residents, please do not hold or start loading the elevator until you have a full load. When unloading the elevator, please empty the elevator before moving the items out of the building or into the unit. Under no circumstances are the



elevator doors to be held open by any means. Holding the doors open will result in a failure to the electronics. Said failure can only be reset by our elevator company and is considered vandalism resulting in a charge to the trust. Accordingly, the total amount of the charge will be passed along to the unit owner.

The movers must coordinate the move with the management office. This includes having the elevator padded and where the trucks can be parked. No exterior doors are to be left open during the move. Management has a door latch to be used to hold the side doors open during a move. There is a \$50 fine if it is not returned to the office. All boxes and related moving materials (after your mover has left) need to be collapsed and placed neatly in the rubbish or recycling bins.

It is recommended that the unit owner or the authorized renter of the unit accompany the movers when furniture, equipment, etc. are being moved in or out of the unit/building to ensure the moving company is complying with all rules and is not causing damage. Unit owners are responsible for all violations or infractions of the rules caused by their tenants or moving company.

If moving a large piece of furniture, appliance, or package, the resident must schedule the delivery with management. No deposit is required; however, the elevator must be padded and if the rules are not adhered to, the fines and cost of damage will be charged to the unit owner. Submit all deposits to the on-site management office.

Thank You for your anticipated cooperation.

