

BAY STREET ONE CONDOMINIUM ASSOCIATION

MOVE-IN/MOVE-OUT POLICIES & PROCEDURES

Move-In/Move-Out Policies:

1. Move-in/move-out fee is \$250.00 per move Monday—Friday and \$325.00 per move on Saturday (up to 4 hours) for all owners and/or tenants and is payable to Bay Street One Condominium Association. Each additional hour (above 4 hours) is an additional \$100.00 per hour. This is to cover the cost to the HOA for having a representative from the management company to monitor the moving process.
2. Move-in/move-out deposit fee is \$500.00 and is collected prior to move, payable to Bay Street One Condominium Association. If, at the end of the move-in/move-out, there is no damage to the common area of the Association, and directions were followed correctly, the deposit will be refunded.
3. Un-scheduled moves will not be tolerated. Owners will be fined \$300.00 (after a hearing).
4. Owners will be assessed \$250.00 Monday—Friday and \$325.00 on Saturday move-in/move-out fee plus a \$300.00 fine if the move was not scheduled.
5. Schedule your moves as early as possible with the Management Office (925) 243-1797 (andrea@neighborhoodam.com) so the appropriate date can be reserved for you. Unfortunately, we cannot always honor your request for specific days and times, if others have already reserved to move before you. There is only one elevator to use.
6. No moving trucks may park in the garage or block garage entrances.
7. Use of protective floor covering on the tile in the entry area near the elevator is required. Residents will be fined \$100 - \$200 (after a hearing) if damage is done due to protective covering NOT being used.
8. Use of elevator pads in the elevator is required. Management will provide pads on the day of your scheduled move. Residents will be fined \$100 - \$200 (after a hearing) if damage is done due to elevator pads NOT being used.
9. New tenants should contact the relevant utility companies directly to turn-on services.
10. Cardboard boxes must be broken down prior to placing them in the cardboard recycling dumpster located in the garage. Owners will be fined \$100 - \$300(after a hearing) for not properly breaking down boxes or placing them in the garbage dumpster.
11. Garbage must be disposed of properly. Large or hazardous items must be taken to a dump or proper disposal facility. Owners will be fined \$100 - \$200 (after a hearing) and the cost of the removal (\$100 - \$300) will be placed on the owner's account with the Association as a reimbursement assessment.
12. For security reasons, entry codes should never be given to vendors/movers. Tenants should buzz entry into the building, and provide supervised access to the unit. Doors should never be propped open. *Security is important—please be cautious!*
13. This move-in/move-out policy applies to all moves that occur through the elevator, stairs, or any other entrance.
14. Owners renting their unit(s) **MUST PROVIDE A COPY OF THEIR LEASE AGREEMENT AT THE TIME OF MOVE IN** to avoid a fine.