

# Cardinell View Lofts Condominium

## Move-In/Move-Out Policy Registration Form

All individuals planning to move-in or move-out of the Association of Unit Owners of Cardinell View Lofts Condominium building need to complete this form & submit it to Management. The Association must receive the registration form & the move-in/out fee a **minimum of five (5) business days** prior to **requested move date**. All Unit Owners are required to notify Management of any move in & move out.

All unit Owners will be charged a fee of \$175.00 for each move in and move out. This fee covers the updating of the entry call box and door access system and also provides a 2-hour window in which the elevator is shut down for exclusive use by the residents moving in or out of the building. A vendor will be scheduled to be onsite to assist with the access to the elevator controls, perform a walk of the property prior to the move, and a walk of the property after the move is completed. Additional time with the Vendor is available for \$75.00 each additional hour and must be scheduled at time of move request.

### MOVE DETAILS

Requested Moving Date: \_\_\_\_\_ Unit: \_\_\_\_\_  
Requested Move Time: Start \_\_\_\_\_ AM / PM End \_\_\_\_\_ AM / PM  
Move In or Move Out (Please circle one)

*\*Please note that requested move days and times are not guaranteed until confirmed with the vendor. The date and time of the move will need to be scheduled with the vendor per their availability. Any move that occurs without the required vendor on site or without reporting the move to the HOA is subject to possible violations and fines. The person(s) who schedule the move understands that the elevator doors cannot be propped open past time of elevator alarm. The cost to reset the elevators, if the doors are held open too long, will be assessed to the unit Owner's ledger.*

### TENANT DETAILS

Is unit occupied by a tenant?  Yes  No  
Name of Owner/Property Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name of Tenant: \_\_\_\_\_ Phone #: \_\_\_\_\_

### CALL BOX ENTRY

Local Phone Number for Call Box \_\_\_\_\_ Display Name?  Yes  No  
Issue New FOB (\$75 Fee)?  Yes  No ACCESS NUMBER: \_\_\_\_\_

I HAVE RECEIVED A COPY OF THE CARDINELL VIEW LOFTS CONDOMINIUM ASSOCIATION RESOLUTION MOVE-IN AND MOVE-OUT/ RENTAL REGISTRATION POLICY – 2013-02. I AGREE TO ABIDE BY THE RULES AND INSTRUCTIONS.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN TO: FRESH START Real Estate, Inc. by email : [Manager@FRESHSTARTofOregon.com](mailto:Manager@FRESHSTARTofOregon.com)