

PENN STATION LOFTS OWNERS ASSOCIATION MOVE-IN/MOVE-OUT POLICY

This policy applies to homeowners, tenants, and stagers (hired by an owner/real-estate agent)

Dear Penn Station occupant. Whether you are leaving us or joining us - listed below are simple moving instructions and rules that need to be followed. If you have questions, or should something come up during your move please contact Management via one of the communication methods listed at the bottom of this document.

1. **NOTICE (STEP ONE):** It may seem crazy, but Management will need to be notified that you will be moving in, or out no less than seven (7) days before you plan to move:

- A. Move Days/Time: **Moves are only permitted Monday through Friday, and on the first Saturday of each month; all moves must not start before 9:00 a.m., and must be completed by 5:00 p.m.** No moves shall be permitted on national holidays or at any other time unless approved in advance and in writing by the Board/Management. No more than one (1) move may occur on any day unless approved in advance and in writing by the Board/Management.
- B. You can notify management by phone, email, or US Postal Service at the address listed on the bottom of this document.

2. **SECURITY DEPOSIT AND FEE/INSURANCE (STEP TWO):** The deposit/fees listed below do not generate income for the HOA, the fees collected pay for coordination time, and the deposit is fully refundable as long as there is no damage to the common areas:

A. <u>FEE FOR HOMEOWNERS:</u>	<u>Cost:</u>
Coordination/Admin Fee (pay to CPM)	\$95.00
Deposit (refundable)	<u>\$500.00</u>
	Total: \$595.00

- B. **INSURANCE:** If you plan on using professional movers they must provide a Certificate of Liability Insurance, showing coverage with a minimum amount of \$1,000,000.
- C. **WHERE/WHEN TO PAY:** A check for the deposit and fee made payable to **Penn Station Lofts OA**. The check and insurance will need to be received by management no later than (3) days before your scheduled move (please return these items with the move in form on page 5.)

3. MOVING DAY PROCEDURES (STEP THREE): the below listed procedure will ensure that your move goes smoothly, remember you can always call management with any questions you have:

- A. **Checklist:** All residents who are moving in or out must complete the Checklist. The property manager will accompany the resident for a pre-move and post-move inspection and both parties will sign the Checklist (See form included with this document).
- B. **Clean-up.** The resident shall be responsible for removing all trash and debris generated during the move to the proper trash receptacles, which includes breaking down all cardboard boxes. *In no event shall furniture or other items that do not fit in the trash receptacles be left anywhere on the premises (or on the sidewalks outside the premises).* All costs incurred by the HOA for removing of such items shall be charged to Owner, and a fine may be assessed at the discretion of the Board.
- C. **Floors.** Under no circumstances shall items be dragged across the common areas. Dollies or hand-trucks must be used at all times.

DEPOSIT REFUND (STEP FOUR): Once you have completed your move, please notify management by email or phone call. Management will verify the checklist and issue a refund within ten (10) business days.

Please note. Owners are financially responsible for the costs of repair and replacement to the common areas during any move. The Deposit and Moving

Fee do not limit this responsibility. Failure of the Owner to reimburse the HOA for such costs may lead to a hearing where the total for the damage may be assessed to your account.

Unauthorized Moves. Failure to follow this move policy may result in an invitation to a hearing, where a fine of up to \$1000.00 may be assessed to your account.

Changes to policy. The Board may amend this Policy at any time, if amended the new policy will be mailed to the Association 30-days before taking effect. In the event of a conflict between this policy and a tenant-lease for a unit, this Policy shall take precedence.

MANAGEMENT INFO:

If you have any questions, direct all communication to:

Canyon Pacific Management
665 Third Street, Suite 408

Phone: (415)495-4739 Ext. #9
Fax: (415) 495-4396
San Francisco, CA 94107

PENN STATION LOFTS OA MOVE FORM

Name of Resident: _____
Unit Address (include unit number) _____
Resident's Phone Number: _____
Resident's Email Address: _____
Owner name (if renting): _____
Date of Move: _____

Have you paid your deposit/fees? Yes ☐
Provided movers insurance? Yes ☐ (If applicable)
Pre-move Checklist Completed Yes ☐
Post-move Checklist Completed Yes ☐

MOVE NOTES AND CHECKLIST (TO BE COMPLETED ONCE BEFORE AND ONCE AFTER THE MOVE)

Date and Time of Inspection Date: _____ Time _____

Any damage to front door/windows? If yes, please describe:

☐ NO

☐ YES

Any damage to hallways? If yes, please describe:

☐ NO

☐ YES

Any damage to stairways? If yes, please describe:

☐ NO

☐ YES

Any damage to the garage doors or other areas in the garage? If yes, please describe:

☐ NO

☐ YES

Other notes:

Signed by:

Resident

Date: _____

Property Manager

Date: _____

Moving Company

Date: _____
