

Fairwood Park II HOA

MOVE-IN/MOVE-OUT GUIDELINES

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Welcome to Fairwood Park II HOA! The Association takes great pride in keeping the community a well-appointed and cosmetically appealing place to live and enjoy. Following are the move-in/move-out guidelines for Fairwood Park II HOA. As you may be aware, the activity surrounding a move-in or move-out of a resident presents a high possibility of damage to the Association's property. The intent of these guidelines is to minimize that potential damage. The Association thanks you in advance for your efforts and consideration.

Prior to your move-in/move-out date, you will need to make a reservation and secure a move-in/move-out time slot at least seven (7) days prior to your requested date. **In order to make move-in/move-out arrangements, please complete the Move-In/Move-Out Form located at the end of this document.**

The relationship of the parties is as follows: The Association with the member (property owner). The tenant with the member (property owner). The tenant may contact the management company provided the above is acknowledged.

MOVING-IN / MOVING-OUT

In order for each resident to be prepared for the day of his/her move, below are the Association's policy requirements:

- **Move Date/Time Slots:** The member or tenant must specify the preferred moving date and time slot in the areas noted on the Move-In/Move-Out Form located at the end of this document. Three (3) time slots are available. You may select up to two (2) slots on a specific day – the time slots selected must be confirmed with the management company prior to the move date. Date and time slots will be confirmed after receipt of deposit and monitoring check as well as the required documents.

Slot #1: 8:00 A.M. - 12:00 P.M. Slot #2: 12:00 P.M. - 4:00 P.M. Slot #3: 4:00 P.M. - 6:30 P.M.

- **Move Routes:** Move-in/move-out routes are established by the management company and must be adhered to in order to prevent damage to the common areas and avoid potential charges to the property owner for damage that is not from their moving company or personal moving team. A blank move route sheet is included for your use. Please mark your move route noting which direction you will enter the community.
- **Insurance Requirements:** **If utilizing the services of a professional moving company, you are required to provide: (1) Evidence of \$1M/\$2M aggregate liability insurance from your moving company with a certificate listing Fairwood Park II HOA and The Masters Group as "Additionally Insured" AND, (2) Evidence of Workers Compensation insurance with a certificate listing Fairwood Park II HOA and The Masters Group as "Additionally Insured". The address must be noted on all certificates. Please note that it is strongly recommended that all owners carry an HO6 insurance policy on their home.** An HO6 policy is recommended as owners are ultimately responsible for damages that occur to their property, as well as ALL common areas. If damages are incurred, any claims involving the moving company/personal moving team are between the property owner and the movers. Fairwood Park II HOA will look to the property owner only for recovery and interface. All administrative time to address claims with the property owner or the moving company/personal moving team will be billed to the property owner's account.

Disposal of Items: Occupants or movers must carry and remove all furniture, shelving, chairs, tables, packaging materials, trash and debris off-site the same day as the move. Any property owner or tenant who disregards this regulation by leaving packing materials in common areas will be required to cover the total cost of removal (contractor and management administration). *Note: The Association recommends that if you are buying or selling the property that monies are set-aside in escrow to cover the anticipated expense of haul-away and management administrative costs (estimated at approximately \$800.00). These monies can be released from escrow after all moving is complete.*

- **Signature of Moving Company (if applicable):** To ensure that all moving company personnel comply with the Association's move-in/move-out policy procedures, the moving company (if applicable) must sign the Move-In/Move-Out Form located at the end of this document.

Hold Harmless: The property owner agrees, on behalf of all persons contracted or helping to move the property owner or tenant, to assume all liability and responsibility for the safety and security of all persons within the moving party, and further holds harmless the Association, its members, the management company, and its agents from any and all liability specific to the move-in or move-out process of Fa Park Townhomes Association.

- **COSTS TO THE PROPERTY OWNER:**

1. **\$150.00 MONITORING FEE (Check made payable to “Intempus”):** For property owners selling their home and moving-out of the community, a \$150.00 a monitoring fee is charged to cover the resident moving-out. The resident moving-in will also pay a separate \$150.00 monitoring fee (both the seller/property owner and the buyer/property owner must contact the management company separately). For property owners who rent their homes, a \$150.00 separate monitoring fee applies for each move-in or move-out. Note: Should a scheduled move date be missed, the property owner must notify the management company no less than 48 hours in advance in order to avoid paying a \$175.00 re-schedule fee, in addition to the \$150.00 monitoring fee. **Monitoring fee checks are to be made payable to “Intempus”.**
2. **\$250.00 DEPOSIT FEE (Check made payable to “Fairwood Park II HOA”):** A deposit is required in the amount of \$250.00 to cover any potential damages incurred to the Association. The deposit will be considered void after digital photographs documenting the move route, before and after the move, have been received electronically by the management company within 48 hours of the move. **Deposit fee checks are to be made payable to “Fairwood Park II HOA”.**

Mailing of Checks and Completed Documents: The move-in/move-out monitoring fee and deposit fee are required to be paid in full a minimum of seven (7) days prior to the move date. Please mail both checks, a completed copy of the Move-In/Move-Out Form located at the end of this document, insurance documentation (if applicable), and the move route sheet, to the management company at the following address: Fairwood Park II C/O Intempus 20640 3rd St. Suite 300, Saratoga CA 95070 . (NOTE: Until checks and paperwork arrive, dates and time slots are not confirmed.)

- **Written Report:** To protect property owners, the Association requires a written report (including sufficient digital pictures) be emailed to the management company by the property owner or tenant that provides for the condition of the exterior walls outside the home, door casings along the path of the move before and after the move is complete. A sketch of the move route showing the areas where the moving vehicles will be coming into or out of the Association is required to be submitted with the report. Failure to submit the report within 48 hours after the move is complete may result in additional fees being charged.
- **Digital Photos:** Digital photos taken before and after the move must be sent via email to the management company at hoa@intempus.net. The “subject” line of the email needs to note, “Fairwood Park II HOA”, the property address, and the move-in/move-out date.
- **Failure to Comply:** Failure to notify the management company of the move-in/move-out date, execution of the Move-in/Move-out Policy, and receipt of the written report may result in the Association taking action against the property owner with fines of up to \$1,000.00, plus all administrative costs per move-in/move-out activity.

Fairwood Park II HOA

MOVE-IN/MOVE-OUT FORM

(PLEASE WRITE CLEARLY)

Property Address: _____

PLEASE CHECK THE FOLLOWING: MOVE-IN _____ MOVE-OUT _____

REQUESTED DATE OF MOVE-IN/MOVE-OUT: _____

REQUESTED TWO (2) TIME SLOT(S): ___ 8:00am-12:00pm ___ 12:00pm-4:00pm ___ 4:00pm-6:30pm

MOVING METHOD: Professional Moving Company _____ Personal Movers _____

Please provide all information requested below (as applicable):

Agreed & Accepted By: *Property Owner Signature*: _____

_____	_____	_____	_____	_____
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Owner Name (Print)

(Off-site Address if applicable)

Cell Number

Email Address

Date

Agreed & Accepted By: *Tenant Signature (if applicable)*: _____

_____	_____	_____	_____	_____
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Tenant Name (Print)

Address #

Cell Number

Email Address

Date

Agreed & Accepted By: *Moving Company "Rep" Signature (if applicable)*: _____

_____	_____	_____	_____	_____
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Moving Company (Print)

Contact

Cell Number

Email Address

Date

RETURNING THE COMPLETED FORM, "FEE" CHECKS, INSURANCE DOCUMENTS, & MOVE ROUTE SHEET

Please return this completed form along with the "Monitoring Fee" & "Deposit Fee" checks, insurance documentation (if using a professional moving company), and move route sheet to the management company at the following address:

Fairwood Park II HOA
C/o Intempus
20640 3rd St. Suite 300
Saratoga CA 95070

IMPORTANT NOTE: The completed Move-In/Move-Out Form, fee checks, insurance documentation, and move route sheet must be mailed to management and received in their office a minimum of seven (7) days in advance of your requested move date. **Move requests will not be processed without receipt of all noted items, mailed together.**

Fairwood Park II HOA

