



MOVE IN - MOVE OUT PROCEDURES
Monday to Friday 9:00 A.M. - 3:00 P.M.

Saturday, Sunday & Federal Holidays
NOT ALLOWED. No exceptions!!

Failure to comply with these set day and time schedules will result in a violation being documented on the Unit Owner's account. The Aventura Police Department will also be contacted if anyone else fails to follow this association rule.

All move in, move out and deliveries must be coordinated with management at least 72 hours in advance.

E1__ E2__ Unit # _____

Name: _____ Date: _____

Signature: _____



Move-In Request Form Ensenada Condominium Association

Resident Name: _____ E 1 _____ E2 _____ Unit # _____

Resident Phone Number: _____

Request Move in date: _____

Request Time Period: 9:00 a.m. - 12:30 p.m. 12:30 p.m. - 3:00 p.m.

Move in Fee Received: _____

Please Read Carefully:

1. USE OF ELEVATORS FOR FREIGHT:

- a. **All move in and move out MUST BE SCHEDULED in the Management Office at least 72 hours in advance with a required \$ 150.00 moving refundable Deposit.**
- b. Elevator walls must be covered with proper padding to prevent damage to the elevator interiors.
- c. Use only elevator designated for freight.
- d. **All deliveries, moving and construction must be done on the following hours; NO SPECIAL PERMISSION OR EXCEPTIONS will be given.**
- e. **MONDAY - FRIDAY 9:00 a.m. - 3:00 p.m. (SATURDAY, SUNDAY, & HOLIDAYS NOT ALLOWED)**

Removal of all packaging materials, boxes and other trash is the resident's responsibility. Movers MUST remove all such materials from premises. Under NO CIRCUMSTANCES may any of these materials be placed in common areas (including hallways). If any of the moving materials is disposed of improperly, the association will bill the resident for the cost of removing said materials.

I HAVE READ AND FULLY UNDERSTAND AND AGREE TO THE ABOVE

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____