

The Charles House Moving Policy

The Charles House Management and Association request your cooperation and courtesy to all residents in the building when moving. We realize that moves can be stressful so please remain respectful of other residents during your move. Our guidelines are as follows:

- The Charles House Manager must be notified at least 2 weeks in advance of any moves in or out of the building.
- All moves scheduled in or out of the building require a \$500 deposit and signature on this Moving Policy document acknowledging a full understanding of the policy. The deposit check will be returned without being deposited if there is no damage. If the movers or the resident does damage, the check will be deposited and necessary repairs will be paid from those funds. Any damage above the \$500 will be billed to the condo owner.
- Prior to any large move in or out, the resident must provide the moving company's Certificate of Insurance to The Charles House Manager. If this is a smaller move (i.e. a few pieces that the owner/resident is moving themselves), the owner/resident that is moving must provide a certificate of condo/renters insurance.
- For a large move, the resident and moving company must agree, (per their contract), that the mover will notify the resident of a window of days for delivery to The Charles House as the resident must advise the Manager at least 2 weeks in advance. The resident must notify the Manager at least 24-48 hours prior to delivery so the Manager can reserve the elevator for that specific day's delivery & place pads in the elevator.
- It is the responsibility of the resident to make the moving company aware of the moving restrictions of the building (Monday – Friday between the hours of 9AM – 4PM, excluding legal holidays).
- Very large pieces of furniture may have to be carried up or down the stairs.
- All moves requiring use of a large truck or moving company must be conducted through the front entrance on St. Charles Avenue. A Security Guard must be hired at the expense of the individual that is moving. Other residents, family members, or friends will not be allowed to monitor the front door. The guard must be at the St Charles Ave front door the entire time the move is taking place. The Charles House does not have staff to devote to protecting the entrance.
- The Manager will prepare the front door and entrance gates when the move begins.
- The elevator lobby or hallways on any floor cannot be used as a staging area for the move or be obstructed with any items. Do not obstruct the sidewalks or the front door of the building on St. Charles Avenue.
- If a moving company is handling packing a resident's belongings, this must be accomplished between 9am-4pm, Monday – Friday.
- All trash from the move (Boxes, paper, etc.) must be properly broken down and placed in the trash dumpster in the garage or taken by the moving company off the property.

- Failure to abide by these regulations outlined above will result in loss of the \$500 moving deposit. The Association understands that there may be a slight time delay when moving. Therefore, there will be a grace period between 4pm- 4:30pm for the movers to finish and leave the building. The Manager leaves the building at 4:30 pm. Therefore, an additional fee of \$500 will be assessed beginning at 4:30 pm. To avoid paying any additional funds, the move may need to be scheduled over a multi-day period.
 - For self-moves, residents may use the entrance leading from the garage to the lobby. If this move requires multiple trips in order to complete in one day, the elevator must be padded. Self-moves will have to abide by the normal weekday hours of 9am-4pm. The manager will coordinate the necessity of a guard for any self-moves that may take an extended period of time if the front door is utilized.
 - Moving and Estate sales conducted by outside vendors are not permitted at The Charles House.
 - If there is an issue with any of the above regulations, the resident should discuss with the Manager and come to an agreeable solution.
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Owner(s)/Tenants Signature

Manager's Signature

Check #

Date