

Westbury Condominiums Association, Inc.

Move In - Out Checklist

We know moving day can be stressful, so we prepared this checklist to help you navigate our community



Contact White & Katzman!!!

Contact the Property Manager, at least **2 weeks in advance** but no later than **10 business days in advance** of your scheduled move date. Contact information: White & Katzman phone: 860-610-0160. A copy of the Move In-Out Agreement is attached to this checklist.



Send a deposit check.

A check in the amount of \$500 must be made payable to The Westbury Condominiums Association, Inc. The deposit check should be mailed to:

*White & Katzman
ATTN: Barbara Hines
111 Roberts Street, Suite G1
East Hartford, CT 06108*



Confirm your reservation date.

Please include a copy of your completed Owner Move In/ Move Out Agreement. White & Katzman will confirm your move in date and schedule your move in/out on Monday through Friday between the hours of 8 a.m. and 8 p.m. If you need a move in/out on a Saturday then you will incur a fee for move supervision . No moves on Sundays or holidays!



Off-limit areas...

All moves must occur through the rear entrances. **NEVER USE THE FRONT DOORS OR THE ELEVATORS!** The front lobby area is for quiet enjoyment and must remain neat and free of any clutter for safety reasons. The elevators have weight limits and can be damaged easily. Elevators are expensive to maintain and fix!!!



You need to manage your delivery!

You must be sure that all rules are communicated to the moving company. You are responsible for their conduct. Provide a map of the property, plot the route to/from the rear entrance of the building to the parking lot. We have maps of the property online or Brian can supply you with one. If you need to prop a door open, someone must remain with the open door at all times. Be sure all inside and outside areas are free of any litter after the move in or out.

Want more information? Visit us on the web and review The Resident Guide pages 16-21

Make your move a smooth one!

www.westburycondo.com

OWNER MOVE-IN / MOVE-OUT AGREEMENT

(See Schedule A following this Agreement for Property Manager contact information)

This Agreement refers to a Move into or out of the building, and for a move from one Unit to another within the buildings.

**1. I, _____ of Building _____, Unit No. _____ have
(Name of Owner)**

scheduled a move-In or move-out date. I understand that a deposit of \$500.00 will be charged for each move-in or move-out (attach deposit to this application). The deposit will be cashed immediately.

Date of Notice of Move

Date Scheduled for Move In or Move Out (Circle one)

Estimated time of van or truck arrival

2. I understand that a deposit check must be received by the Association Accountant within TWO WEEKS or no later than ten (10) business days in advance of the move. A check for \$500.00 made payable to The Westbury Condominiums Association must accompany this form for each move-in, move-out. I understand that move-In, move-out reservations will be scheduled on a first-come, first-served basis. WHEN THE MOVE IS COMPLETE, I WILL ACCOMPANY THE PROPERTY MANAGER OR HIS DESIGNEE FOR AN INSPECTION OF THE COMMON AREAS. I understand that if no damage has occurred in the common areas during the move, the \$500.00 deposit will be returned to me within ten (10) days.

ALL MOVES ARE SUBJECT TO THE FOLLOWING CONDITIONS

3. a.) Moves may be scheduled Monday through Friday between 8:00 AM and 8:00 PM.

Moves requested and scheduled for Saturdays will incur a fee for supervision, payable

by the Unit Owner. NO MOVES WILL BE PERMITTED ON SUNDAYS OR the following legal holidays:

Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, or New Year's Day.

3. b.) I understand that moving trucks must park to the rear of the buildings where instructed by the Property Manager or his Designee who will be present at Westbury on the day of the move. Any questions concerning parking should be referred to the Property Manager or his Designee in advance of the move. Garage owners will be notified in advance by the Designee to move their cars so that access to their garages will not be impeded by a moving van.

3. c.) I UNDERSTAND THAT ALL MOVES ARE TO BE MADE THROUGH THE REAR ENTRY. NO ITEMS ARE PERMITTED TO BE MOVED THROUGH THE FRONT LOBBY UNLESS PRIOR PERMISSION IS OBTAINED IN WRITING FROM THE PROPERTY MANAGER. ELEVATORS ARE NOT TO BE USED FOR MOVING UNDER ANY CIRCUMSTANCES.

4. I understand that it is my responsibility to assure that the moving company arrives early enough and commits to having adequate manpower and equipment to complete the move within the 8:00 AM to 8:00 PM time limitation. Furthermore, it is my responsibility to be sure that the moving company is aware of the rules that govern Westbury.

5. (a) PRIOR TO THE MOVE, I have a right to inspect the common areas involved with my Move with the Property Manager or his Designee. Any pre-existing damage shall be documented at the time of this inspection, and I shall be held harmless from any pre-existing documented damage.

Damage Inspection PRIOR TO the Move: _____

5. (b) AFTER THE MOVE, I have a right to inspect the common areas involved in my move with the Property Manager or his Designee. IF, AFTER THE MOVE, IT IS DETERMINED THAT DAMAGE HAS OCCURRED, IT SHALL BECOME MY RESPONSIBILITY TO COVER THE COST OF REPAIRING THE DAMAGE. The \$500.00 deposit

will be used to cover any damage. If additional monies are needed to cover the cost of repair by a contractor of the Association's choice, I UNDERSTAND THAT I WILL BE BILLED FOR THE ADDITIONAL COSTS.

Damage Inspection AFTER the Move: _____

6. Special circumstances will be considered by the Property Manager.

7. I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE GUIDELINES DELINEATED ABOVE.

Signature of Owner / Owner Designee Date Building / Unit No. Telephone No. (s)

E-mail address: _____

Forwarding address: _____

PRINT below name of Moving Company, Representative's name, Location, and Telephone:

(If additional space is needed to furnish information, please use the reverse side of this form.)

SCHEDULE A FOLLOWS THIS PAGE FOR PROPERTY MANAGER CONTACT DATA

This Space for Office Use Only

OwnerMovesAgreementFormFebruary2016

DATE OF MOVE ASSIGNED: _____

(Property Manager to contact Owner or Owner Designee AND Superintendent regarding this date.)

Receipt of \$500 Deposit: _____ Check number: _____

Property Manager's Signature after Inspection with Owner: _____

Return of Deposit if no Damage: _____ Date Deposit Returned: _____

SCHEDULE A

Owner's Reference Page

PLEASE DETATCH THIS PAGE AND KEEP FOR FUTURE REFERENCE

PROPERTY MANAGER CONTACT INFORMATION

(Send Move In - Out Agreement and Check)

White & Katzman Property Services

ATTN: Barbara Hines

111 Roberts Street, Suite G1

East Hartford, CT 06108

Telephone: 860-610-0160