

## **TLCA Move In-Move Out Policy**

*Maintaining the functionality and aesthetics of our elevators is very important to all residents at Tarpon Landings. Our elevators provide critically needed transportation to each of our homes daily, but they also present a first impression to our family, guests and visitors. As you complete your move / move out, please ensure everything is done to protect our investment in this critical piece of infrastructure.*

- *Move in/out hours are Monday through Friday from 9:00 a.m. to 4:30 p.m. Movers **MUST** be off the property by 5:00 p.m. on a case-by-case basis, Movers may be allowed to stay beyond the 5:00pm time limit. However, the property management office must be notified of the extension request by the end of business day. The Mover must be off the property not later than 7:00pm. Weekend and holiday move-in/out are not permitted.*
- *There is a dedicated service elevator car for the transportation of your moving items. Upon securing this elevator for your move it will be padded to protect the car and be dedicated for your use to move items efficiently into or out of your home.*
- *There will be a **\$100.00** use fee required to secure the service elevator for your use.*
- *A refundable security damage deposit in the amount of **\$500.00** must be provided with this application. (See the Deposit Request Form)*
- *The security deposit will be refunded within fourteen (14) business days upon receipt of the "Security Deposit Request Form: and following inspection PROVIDED there has been no damage to any areas of the building or elevator, the work has been completed, and the final inspection is presented, if applicable. Otherwise, the cost of damage will be deducted from the security damage deposit.*
- *Resident or resident's agent must be at Unit to accept deliveries of furniture and packages.*
- *Residents must take full responsibility for delivery of large items. Neither Management staff nor Security will supervise delivery of these items*
- *Movers may access the building from the P2 level for the delivery or removal of furniture, cartons, crates and non-contractor installed appliances.*
- *No parking, loading or unloading is permitted in the P1/P2 common areas.*
- *No materials may be stored in any common area or community parking areas.*
- *No items may be stored or left in the loading area. The moving/delivery company must remove all cartons, crates and packing material from the Property.*
- *No overnight storage is permitted in the loading area, building hallways or other common areas.*
- *The Association Board of Directors or Management may impose additional requirements or instructions from time to time to enhance the safe operations of the building and the safety and convenience of Owners and Residents*
- *Please **COMPLETE** A Move in/Move out reservation application to ensure an elevator is available for your move in/out.*

**Inside Dimensions of the elevator Cab Maximum:**  
**Width: 75" Depth: 52" Height: 102". Doors: 84" high and 41" wide.**  
**Weight Capacity: 2,500 lbs. MAX**

The approximate opening of the loading area accommodates most semi-trucks.  
**Please take field measurements for confirmation.**

## **ACKNOWLEDGEMENT**

- I have read and understand the above Delivery and Move-In Policies and Procedures.
- The Association has reserved the above date for my move-in. If I choose to reschedule, the new date must coincide with an available date on the Association's reservation calendar on a first-come, first served basis.
- I/We agree that all work performed or delivered to improve and /or furnish my Unit by the above party is to be performed on my behalf, by such a party as my agent. I assume full responsibility for damages caused by this agent, whether to any person or property, and hereby agree to indemnify and hold harmless Tarpon Landings Condominium Association, Inc. the "Association") for any damages claimed by any party. If any damage occurs, the Association, its management, or agents, in their sole discretion will determine if any deductions from the amount of the deposit is required, or if it is necessary to withhold the entire deposit for repairs and charge my assessment account for cost of repair or replacement of Association property that exceeds the amount of the deposit.
- I/We hereby agree to indemnify and hold harmless Tarpon Landings Condominium Association ("Association"), including its employees or agents, from any claims against the Association arising from any situation in connection with my move-in or any elevator reservation request.

Signed	Unit No.
Print Name	Date

# TARPON LANDINGS CONDOMINIUM ASSOCIATION

## MOVE IN/MOVE OUT APPLICATION

(To be completed by the Unit Owner or Unit Owner's Agent)

Unit Owner's Name \_\_\_\_\_ Unit Owner's Cell # \_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Garage P1 or P2 \_\_\_\_\_ Garage # \_\_\_\_\_

Address: \_\_\_\_\_ Silver King Boulevard Cape Coral, Florida 33914 Unit # \_\_\_\_\_

E-mail Address of Unit Owner \_\_\_\_\_

Request for \_\_\_\_\_ Use and Inspection @ \$100 fee per day (Monday through Friday) \*Non-refundable.

### MOVER/MOVING COMPANY

Insurance Certificate per Tarpon Landings Criteria Attached YES \_\_\_\_\_ No \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

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- *There is a dedicated service elevator car for the transportation of your moving items. Upon securing this elevator for your move it will be padded to protect the car and be dedicated for your use to move items efficiently into or out of your home.*
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- *The Association Board of Directors or Management may impose additional requirements or instructions from time to time to enhance the safe operations of the building and the safety and convenience of Owners and Residents.*

### **Dimensions**

- ***It is the responsibility of the unit owner and Contractor/Vendor to understand the limits of elevator dimensions and roof access door dimensions before undertaking any project that might be affected by these dimensions:***

*Inside Dimensions of Elevator Cab Maximum:*

***Cab Width: 75" / Cab Depth: 52" / Cab Height: 100" / Doors: 84" high, 41" wide/  
Weight Capacity 2500lbs.***

- ***Door Dimensions: Roof access and P1 Entrance door clearances on each building limit the size of air conditioning equipment and other items being transferred to the roof to a maximum width of 32 inches.***
- ***Designated Elevator-Contractors and Vendors are to use the designated padded service elevator only. Contractors and Vendors using elevators must comply at all times with the elevator usage and protection policy. Contractors and Vendors in violation of the elevator policy will be subject to an immediate termination of all elevator usage rights. For repeat offenders, elevator rights could be suspended for five days, or more.***

***The Association Board of Directors and/or Management may impose additional requirements or instructions from time to time to enhance the safe operations of the building and the safety and convenience of Owners and Residents.***

### **ACKNOWLEDGEMENT**

I have read and understand the above Elevator Policies and Procedures.

I understand elevator reservations must coincide with an available date on the **Association's** reservation calendar on a first come, first serve basis, and that elevator will be inspected for damage before and after use.

I/We agree that all work performed or delivered to improve and /or furnish my Unit by the above party is to be performed on my behalf, by such a party as my agent. I assume full responsibility for damages caused by such agent, whether to any person or property and hereby agree to indemnify and hold harmless Tarpon Landings Condominium Association, Inc. (**the "Association"**) for any damages claimed by any party. If any damage occurs, the **Association**, its management, or agents, in their sole discretion will determine and charge my assessment account for the cost of repair or replacement of **Association** property.

I/We hereby agree to indemnify and hold harmless Tarpon Landings Condominium Association (**"Association"**), including its employees or agents, from any claims against the Association arising from any situation in connection with my elevator reservation request.

Unit Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent of Unit Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent Printed Name \_\_\_\_\_

