



Revised 01/01/2018

**30 E. HURON CONDOMINIUM ASSOCIATION
RESIDENT MOVE IN/OUT FORM**

The following form must be completed and returned to the Management Office one week prior to your scheduled move. Please remember when scheduling a move to schedule ample elevator time to allow for any delays that may occur. You may forfeit the elevator to the next scheduled resident at the end of your move time regardless of whether your movers are finished.

RESIDENT NAME: _____ UNIT #: _____

SCHEDULED MOVE IN/OUT DATE: _____ TIME: _____

Please fill in all appropriate information:

I currently occupy bike space number(s) _____ and/or storage locker _____
And will be removing them in concurrence with my move out date.

If you are moving out, your new address is:

ELEVATOR AVAILABILITY:

Moves are scheduled Monday thru Friday 9:00 a.m. – 4:00 p.m.

The move in/out fee is \$300.00 and a refundable deposit of \$300.00 is required.

Moves are scheduled in two hour increments. If additional time is needed, an additional fee of \$25.00 for each hour will be charged. If a move runs past the 4:00p.m. cut off period, a charge of \$75.00 will be charged every fifteen minutes.

This fee must be paid to the management office in order to confirm your move date and time. Please make checks payable to *30 E. Huron Condo Association*.

No move-ins or move-outs entailing the moving of furniture will be permitted on Saturdays, Sundays, or holidays.