

BISCAYNE COVE PROCEDURES FOR MOVE-INS & MOVE-OUTS

The following procedures will be followed for Move-Ins and Move-Outs. **No exceptions will be made.**

ALL MOVES ARE BY RESERVATION ONLY. YOU MUST CALL THE OFFICE AT LEAST TWO (2) WEEKS IN ADVANCE AND ARE CONTINGENT UPON AVAILABILITY ON A FIRST COME, FIRST SERVE BASIS TO RESERVE A MOVE DATE. THE OFFICE NUMBER IS (305) 935-4565.

*****PAYMENT IN CASH ONLY, NO PERSONAL CHECKS ARE ACCEPTED*****

- 1) **\$500.00 Move Deposit Required** All fees must be paid no later than (3) three days prior to the reserved date.
- 2) **Elevator \$100.00: (not refundable)** for use of service elevator is required and must be paid no later than 3 days prior to the reservation date.
- 3) **Security \$50.00:** A Security Guard is *required* for a move. This fee is for a four (4) hour shift **ONLY**; 9:00 AM - 1:00 PM. Any time after the four (4) hours is billed as follows; 15 minutes to 45 minutes at \$10.00 and additional hours at \$25.00 per hour.
- 4) **Runners \$25.00: (not refundable)** Protective covering for walls and floors.
- 5) **\$50.00** charge will be deducted from your Security Deposit for any damages to your door and its frame.
- 6) **\$325.00** This deposit is refundable provided there are **no damages** caused and/or the move **does not** go over the allotted four (4) hours and you **have no** outstanding balance with Valet Connect; Valet Service. Deposits will be refunded (48) forty eight hours from the time the move was finalized, during normal business hours and provided all paperwork is in order.
- 7) **Moving Hours** are 9:00 AM to 1:00 PM on Mondays, Wednesdays and Fridays. Moves will start no earlier than 9:00 AM and end no later than 4:00 PM; otherwise your Security Deposit will be forfeited.
 - **Cancellations** must be at least twenty four (24) hours in advance in order to avoid forfeiture of the guard fees.
 - There will be no moves scheduled on Saturdays, Sundays or Holidays.
 - Resident must provide the office the following documents at least twenty four (24) hours in advance prior to the move.
 - A) Moving Company Name
 - B) Vehicle Registration
 - C) Driver's License
 - D) Insurance Certificate showing Biscayne Cove as the Certificate Holder.
 - If there is no moving company, the resident must provide the office with the following documentation at least twenty four (24) hours in advance prior to the move:
 - A) Vehicle Registration & License Plate #.
 - B) Names & identification of all the persons that will be on the property making the move for the resident.

**I acknowledge that I have been advised of the Rules governing Move-In & Move-Outs of Biscayne Cove Condominium Association, Inc., and that I fully understand the rules and will abide by them.*

**I further acknowledge that I will not hold Biscayne Cove Condominium or its agents and representatives responsible for any costs involved due to a delay beyond their control such as, but not limited to, unexpected elevator failure, power failures and / or uncontrolled circumstances or emergencies.*

**I agree with all of the terms and conditions set forth and stated above.*

Today's Date _____ Bldg/Unit # _____

Signature _____ Print Name _____



Biscayne Cove Condominium Association Inc.

Security Check List (MOVE IN / MOVE OUT FORM)

Resident please fill out this section

Name of Resident _____ Building /Unit # _____

Move-In Date _____ Move-Out Date _____

Booked for four (4) hours ***

From _____ am/pm To _____ am/pm

Resident signature

Security Officer please fill in the form below

Moving Company _____ Driver's Name _____

Type of Vehicle _____ License Plate # _____ State _____

Time Move Started _____ Time Move Finished _____

*** Overtime Charges \$25.00 per hour after (4) hours /From _____ am/pm To _____ am/pm

*** Total Overtime Hours _____

	<i>BEFORE</i>	(YES)	(NO)	<i>AFTER</i>	(YES)	(NO)
<i>Doors</i>						
<i>Walls</i>						
<i>Buttons</i>						
<i>Pads</i>						
<i>Phones</i>						
<i>Floor / Carpeting</i>						
<i>Glass / Mirrors</i>						
<i>Light Fixtures</i>						
<i>Wood / Trimmings</i>						
<i>Unit Door & Frame</i>						

Additional Comments:

Security Officer (*print name*) _____ Signature _____