



MOVE IN & MOVE OUT PROCEDURES

INITIAL MOVE-INS

Please contact Vue Management at (310) 519-1338 for specific details relating to move-in fees, deposits, scheduling, and pre-qualified movers. Initial move-ins can be from a resident or tenant. The procedures below are for moves after the initial sell-out of the community. However, please take the time to review these procedures as some items may apply to initial move-ins.

MOVE-IN/OUT PROCEDURE

All move ins/outs at Vue must be coordinated through the Association (310) 519-1338. Additionally, to ensure that current procedures regarding a move in/out at Vue are being followed homeowners should obtain a copy of the move in/out policy.

PRIOR TO YOUR MOVE

TO INSURE PROPER SCHEDULING AND AVAILABILITY OF THE MOVE-IN ELEVATOR DESIGNATED FOR YOUR MOVE, PLEASE CONTACT MANAGEMENT **AT LEAST SEVEN (7) BUSINESS DAYS IN ADVANCE** TO RESERVE A TIME(S) FOR YOUR MOVE-IN. At that time, you should review any questions that you might have regarding these Move-In Procedures. You must also submit a Move-In/Move-Out Agreement (last page of this document) at the time you schedule your move.

MOVING FEE, DEPOSIT AND SCHEDULING

The Association has a list of pre-qualified moving vendors. A refundable deposit of \$500 will be required from Residents using any other moving vendor or method besides the Association's pre-qualified vendors.

Each Resident must schedule their move-in/move-out date and time. At the time you schedule your move, you must sign the Move-In/Move-Out Agreement stating that you understand that **a refundable deposit of \$500, if applicable, must be delivered to Management Office three (3) business days prior to the scheduled move-in/move-out.** The deposit is applicable to all damage, repair, and cleaning of the Common Area, losses or other liabilities and charges incurred as a result of the move. Additionally, the Resident accepts total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit.

If you need to cancel or reschedule your move, please contact Management at least one (1) business days in advance. You may be charged a cancellation fee if you fail to provide this advance notice. In addition, completing or attempting a move that was not scheduled could result in a fine assessed to your account.

TIMES YOU MAY MOVE

Move-in/move-outs will be conducted between 8:00 a.m. and 5:00 p.m. daily, except for the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur and Christmas Day. Move-in times are reserved in four (4) hour increments from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. You may be charged additional fees if your move exceeds your reserved four (4) hour time block. An appointment to schedule a move-in or move-out of the building must be made seven (7) business days in advance of the move to ensure access to the elevator within a specific timeframe and day. Please call management to schedule moves and deliveries. Unscheduled moves will not be allowed use of the elevators.

PARKING

Move-ins occur through the rear service entrance from the alleyway behind the building. If you are using a professional moving company, be sure to inform them that it will be necessary to park large moving trucks in the areas designated by Management (back alley next to service entrance, parked close to curb). As certain areas must be kept free of parked vehicles it is essential that the arrival time of moving vans be confirmed with Management. If you have any questions or concerns about the size of the vehicle you intend to use, please discuss this matter with Management PRIOR to the day of your move-in.

YOUR MOVING COMPANY

Please choose your moving company carefully! You, as the Unit Owner or tenant, are fully responsible for any damage done to the Common Area during your move. Because of this liability, it is important that the moving company carry its own insurance for such damage. The mover must also register with Management during the scheduled day and time.

Residents who wish to move in without using a professional moving company may do so providing they meet all the requirements of the moving companies.

IF NECESSARY, THE MOVING COMPANY MUST PROVIDE PROTECTIVE COVERING FOR THE ELEVATOR CAB WALLS DURING THE MOVING PROCESS. IT IS THE MOVER'S RESPONSIBILITY TO ENSURE THAT THESE ARE IN PLACE PRIOR TO BEGINNING THE MOVE. IN THE ABSENCE OF PROTECTIVE COVERINGS, ALL ITEMS MUST BE WRAPPED IN MOVING BLANKETS. ADDITIONALLY, MASONITE MUST BE PROVIDED BY THE MOVING COMPANY TO PROTECT THE COMMON AREA HALLWAY CARPETING.

NO MOVES WILL BE PERMITTED IF THE PROTECTIVE COVERINGS ARE NOT FULLY IN PLACE. THE RESIDENT IS RESPONSIBLE FOR ALL COSTS FOR REPAIRS NECESSITATED BY THE MOVE.

Please provide the moving company with a copy of the **Memo To Moving Company Personnel**, which may be obtained from Management, so that they have a clear understanding of the Vue moving requirements. In addition, Management must receive a signed **Moving Company Move-In/Move-Out Procedures Acknowledgement Form** signed by your moving company.

SUGGESTIONS FOR MOVING PREPARATION

MAKE A PLAN

You will save time and money if you plan the location of your furniture in your new home before it is delivered by the moving company.

BE SURE YOU KNOW:

- Your Unit number.
- The day, date and the block of time you are assigned for the Move-In/Out and have verified this with your moving company.
- The size of the designated moving elevator and hallways. **THE FINISH ON THE ELEVATOR AND HALLWAY WALLS IS EASILY DAMAGED AND EXPENSIVE TO REPAIR.** Measure your large items to be sure they fit through the standard door openings and elevators. The dimensions of the elevators are:

	Standard Elevator	Service Elevator
Elevator door opening:	Height: 7 feet Width: 3 feet	Height: 7 feet Width: 4 feet
Interior of elevator cab:	Length: 4 feet Height: 9 feet Width: 6 feet	Length: 8 feet Height: 9 feet Width: 5 feet

AFTER MOVING IN**BOXES AND PACKING MATERIALS**

At the end of the move the hallways and elevator must be cleared of all debris.

All trash and debris must be carried off-site on a daily basis by your moving company. The trash dumpsters inside the building may not be used for disposing of debris. Please contact Management for further details.

Any Resident who disregards this regulation by leaving packing materials and boxes in the hallways will be required to cover the cost of having a contractor remove this nuisance and fire hazard.

FUTURE MOVES/DELIVERIES

In the event that you find it necessary to move or have any items delivered that require two (2) or more persons to transport, you must file the Move-In/Move-Out Agreement with the Association prior to such a move or delivery and schedule the delivery/move with Management in advance. A walk-through before and after the move will be made with the individual or individuals making the move or delivery.

Please remember the intent of these guidelines is to assure the enjoyment of all and to minimize damage to Common Areas. Thank you for your efforts and consideration.



**VUE HOMEOWNERS' ASSOCIATION
RESIDENT MOVE-IN/MOVE OUT AGREEMENT**

Please read, sign and return this Move-In/Move-Out Agreement to the Property Management Company PRIOR to beginning any move.

As Resident and/or Owner of the Vue Homeowners' Association, I have read the Move-In/Move-Out Procedures for Vue located within the Residential Handbook for Vue. I understand that a deposit of \$500 must be delivered to Management Office three (3) business days prior to the scheduled move-in/move-out. The deposit is applicable to all damage, repair, cleaning, losses or other liabilities and charges incurred as a result of the move. Additionally, the Resident accepts total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit. The deposit will be waived if the Resident utilizes the Association's pre-qualified moving vendor.

I further understand and agree that if my Move-In/Move-Out requires more than the allotted time that it may be interrupted to allow other scheduled moves.

I understand and agree to all terms as described in the Move-in/Move-out Procedures of the Residential Handbook.

Name

Date

Signature

Condominium Number

Please send your completed form to:

Vue Homeowners' Association
c/o Management Office
255 W 5th Street
San Pedro, CA 90731-3303
F: (310) 519-1249