



**VUE HOMEOWNERS' ASSOCIATION
MEMO TO MOVING COMPANY PERSONNEL**

TO: MOVING COMPANY PERSONNEL

FROM: Vue Homeowners' Association

DATE: _____

SUBJECT: MOVE-IN POLICIES OF VUE

These policies should be reviewed by the Moving Company Supervisor prior to the move. Vue will only allow moving companies on the property that will cooperate in keeping the building secure and the property damage-free. In the case, that the elevator key or any access keys, if provided by the Association or Management, is lost by the moving company, the company must have insurance, which will cover all expenses involved with re-keying, including replacement of cylinders as may be necessary.

In order to make the move go smoothly for you, your customer and Vue, please make note of the following policies. If you have any questions about these, policies, please contact the Management prior to the move.

1. Prior to any Move-In, the moving company must supply the Association with a current Certificate of General Liability and Workers' Compensation Insurance for a minimum of \$1,000,000 before the move may start. The certificate(s) must name the Association as an additional insured. Please mail the certificate to:

VUE HOMEOWNERS' ASSOCIATION
c/o Management Office
255 W 5th Street
San Pedro, CA 90731-3303
P: (310) 519-1338
F: (310) 519-1249

2. A representative of the Association may walk with the moving company supervisor from the point of entry to the building, to the elevator and to the Owners condominium. During this initial walkthrough, any existing damage may be noted on a checklist and signed by the moving company representative and the Association's representative.
3. If provided by Management, the elevator key will allow you to hold the elevator at point of entry and on your customers' floor in order to minimize the time necessary to accomplish the move. **NO FURNITURE, BOXES, ETC., ARE TO BE LEFT IN THE COMMON AREAS OR ASSOCIATION PROPERTY.**
4. **CEILINGS MAY NOT BE REMOVED FROM THE ELEVATOR.**
5. It is the responsibility of the mover to check the actual dimensions of the elevator cabs prior to loading large items into the elevator to prevent damage to the elevator cab finish.

6. IT IS THE RESPONSIBILITY OF THE MOVING COMPANY TO INSURE THAT PROTECTIVE COVERINGS HAVE BEEN INSTALLED IN THE ELEVATOR PRIOR TO THE MOVE. IN THE ABSENCE OF PROTECTIVE COVERINGS ALL ITEMS MUST BE WRAPPED IN MOVING BLANKETS.

IT IS ALSO THE RESPONSIBILITY OF THE MOVER TO PROVIDE MASONITE SHEETS TO PROTECT THE FLOORING BETWEEN THE ELEVATOR AND THE UNIT DURING THE MOVING PROCESS. NO MOVE CAN BEGIN UNTIL THESE PROTECTIVE COVERINGS ARE IN PLACE.

7. UNDER NO CIRCUMSTANCES MAY FURNITURE OR OTHER BELONGINGS BE DRAGGED ACROSS THE HALLWAYS OR OTHER ENTRY AREA FLOORS. Dollies or hand trucks must be used at all times. The association's equipment (dollies, hand trucks and vacuums) will not be provided by the Association.
8. Moves are scheduled from 8:00 am to 10:00 pm, daily. No moves are allowed on certain holidays.
9. When the move is completed, the walkthrough inspection may be repeated and any new damage noted at that time and acknowledged by the signature of the moving company supervisor, if designated by the Owner, and the Association's representative. Refusal of the moving company to sign the walk-through inspection does not relieve the moving company of responsibility for any damage incurred.
10. Should a moving company disregard any of the above policies, his/her moving company will not be allowed future access to the community.

**VUE HOMEOWNERS' ASSOCIATION
MOVING COMPANY MOVE-IN/MOVE-OUT PROCEDURES ACKNOWLEDGMENT FORM**

I have read, understand and agreed to fully comply with the Move-In/Out Policies of Vue. Without limiting the foregoing, I agree that the company specified below will (a) be required to register with Management and provide certificates of insurance prior to any Move-In or Move-Out, (b) park in the designated parking area, (c) be required to return any keys provided by Management or homeowner, and (d) be responsible for any damage caused to the Project as a result of the move. I further acknowledge that Management may (but should have no obligation to) take photographs before and after the move to document the property condition before and after the move.

This form is to be signed by the supervisor assigned to the move by the Moving Company and returned to the Management prior to any move-in or move-out.

Signature of Moving Company Supervisor

Date

Moving Company Name

Resident's Name

Condominium # _____

Please send your completed form to:

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San Pedro, CA 90731-3303
F: (310) 519-1249