

Move-In Policy (Updated as of August 9, 2022)

1. Move In/Move Out Fee. To cover wear and tear on the building, general cleaning, administrative management, and provide the protective panel pad installation, **a non-refundable fee of \$250** is payable in advance to JLS Moving Solutions and a **\$200 refundable security deposit** mailed to Vero management office or delivered to on-site staff in advance of move.

2. Damage to Facilities. Any damage caused during a move-in or move-out will be charged to the unit owner. All boxes and trash created by the move must be disposed properly in the recycle bin located on G1 near the Green Elevator. Boxes must be flattened before disposing into the recycle bins.

3. Scheduling the Move. Notice of move-in/move out must be scheduled a minimum of seven (7) business days in advance by scheduling through <https://jlsmovingsolutions.com/move-inquiry/>.

4. Moving Hours. Moving in and out must be done from Monday through Saturday between the hours of 8:00 a.m. and 5:00 p.m. only. Moves are scheduled in four (4) hour time frames from 8:00am to 12:00 pm and 1:00pm to 5:00pm. If your move runs past the reserved four (4) hour timeframe, overtime will be charged at the rate of \$75.00 per hour or fraction thereof. Sunday moving and deliveries are strictly prohibited. NO EXCEPTION!

5. Prior Front Desk Check-In with Moving Coordinator. All residents MUST check-in at the Front Desk prior to move-in/move out. The moving coordinator will provide detailed moving instruction as well as observe the move and assure rules are being adhered to at all times. The moving coordinator will meet with the resident and moving company personnel to walk the path of travel for the move, assure the elevator is padded, check the common area for existing damage (if any) and periodically check if damage is caused by the movers. The moving coordinator will also instruct the moving company where to park and stay for the duration of the scheduled time frame.

6. Use of Elevator. Only the East (Elevator #3) and West (Elevator #4) elevators may be used for moving furniture and goods including all deliveries. It must have protective panel pads hung by management prior to moving furniture, etc. 6th floor residents are permitted to use the main Lobby elevator (Elevator #1) for moving. Otherwise, the main Lobby elevator shall NOT be used for moving or deliveries.

7. No Blocking Hallways/Stairwells. No furniture or personal property may be left blocking common hallways or stairwells due to emergency egress considerations.

8. Noise. Please be considerate of neighbors and avoid making unnecessary noise when moving through the common areas.

MOVE-IN/MOVE-OUT PROCEDURES

PRIOR TO YOUR MOVE - SCHEDULING

TO ENSURE PROPER SCHEDULING AND AVAILABILITY OF THE MOVE-IN/MOVE-OUT ELEVATOR DESIGNATED FOR YOUR MOVE, EACH OWNER SHOULD SCHEDULE THEIR MOVE **AT LEAST SEVEN (7) BUSINESS DAYS IN ADVANCE** TO RESERVE A TIME(S) FOR YOU. At the time you schedule your move, you must sign the Move-In/Move-Out Agreement (attached) and provide your deposit and move fee checks.

IF YOU DO NOT SCHEDULE A MOVE-IN OR MOVE-OUT, YOU MAY BE SUBJECT TO A FINE BY THE ASSOCIATION.

MOVING DEPOSIT AND FEE

At the time you schedule your move, you must sign the Move-In/Move-Out Agreement stating that you understand that a **\$250.00 non-refundable fee must be paid in advance directly to JLS Moving Solutions (<https://jlsmovingsolutions.com/move-inquiry/>) and a refundable deposit check of \$200.00 payable to Vero Condominium Owners' Association 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 Owner accepts total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit.

TIMES YOU MAY MOVE

Move-in/Move-outs will be conducted between **8:00 a.m. and 5:00 p.m.** daily, except for Sundays and following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur and Christmas Day.

Moves are scheduled in four (4) hour time frames from 8:00am to 12:00 pm and 1:00pm to 5:00pm.

An appointment to schedule a move-in or move-out of the building must be made **a minimum seven (7) business days in advance** of the move to ensure access to the elevator within a specific timeframe and day. Unscheduled moves will not be allowed use of the elevators and will result in fines. **An additional rush fee of \$100 will apply if less than seven (7) business day notice is provided and if management can accommodate the rush move request.**

PARKING

If you are using a professional moving company, be sure to inform them that it will be necessary to park large moving trucks on Ingraham Street, which is a city street, therefore, any fees or tickets imposed by the City for illegal parking of such moving truck will be the responsibility of the Owner. 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.

PODS and MOVING CONTAINERS ARE NOT PERMITTED on Vero Association Property or in residents assigned parking space.

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 or Association Property during your move. Because of this liability, it is important that the moving company carry its own insurance for such damage.

If you plan to move from out-of-state, please either use a destination (local) agent for the company or instruct the driver to contact Move Department **a minimum of seven (7) business days in advance** to coordinate the time of arrival and to ensure availability of the designated elevator.

A Certificate of Insurance is required prior to any moves using the services of a moving company. Please refer to the **Memo to Moving Company Personnel** for more information.

Owners who wish to move-in without using a professional moving company may do so providing they meet all the requirements of the moving companies, i.e., scheduling the elevator **a minimum of seven (7) business days in advance**, of the move and accompanying the Association's Representative on a walk-through before and after the move.

NO MOVES WILL BE PERMITTED IF THE PROTECTIVE COVERINGS ARE NOT FULLY IN PLACE.

THE OWNER IS RESPONSIBLE FOR ALL COSTS FOR REPAIRS CAUSED BY THE MOVE.

Please provide the moving company with a copy of the **Memo To Moving Company Personnel**, which may be obtained from the management office, so that they have a clear understanding of the Vero moving requirements.

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 and date you are assigned for the Move-In/Out and have verified this with your moving company.
- The size of the 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.
- Elevator Dimension:
 - H 9'5" x W 4'4" x L 6'9" Elevator #1 (Garages to 6th Floor)
 - H 8'3" x W 4'4" x L 6'9" Elevator #2 (Lobby to Garages)
 - H 9'4" x W 4'4" x L 5'10" Elevator #3 (East Building)
 - H 9'4" x W 4'4" x L 5'10" Elevator #4 (West Building)

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. Please do not put cardboard boxes in the trash chute. Boxes are to be flattened and put in the recycling area in the G1 Garage.

Any Owner who disregards this regulation by leaving packing materials and boxes in the hallways or other common areas 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.

IF YOU DO NOT SCHEDULE DELIVERIES (requiring more than one person to carry) or do not follow moving procedures, YOU MAY BE SUBJECT TO A FINE BY THE ASSOCIATION PER THE ENFORCEMENT AND FINE POLICY.

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.

**VERO CONDOMINIUM OWNERS ASSOCIATION
OWNER 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 an Owner of the Vero Condominium Owners Association have read the Move-In/Move-Out Procedures located within the Residential Handbook for Vero Condominium Owners Association I understand that a non-refundable fee of \$250.00 payable to JLS Moving Solutions and a refundable deposit of \$200.00 payable to Vero Condominium Owners Association 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 Owner accepts total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit.

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. In addition, I may be charged additional fees for exceeding my allotted time.

I understand that if for any reason, I need to cancel or reschedule my move, I must inform Management at least one business days in advance. Failure to do so may result in a fine assessed to my account after notice and hearing.

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

Name

Signature

Email Address

Date Signed

Phone Number

Condominium No.

Move in _____ or Move Out _____

Tenant _____ or Owner _____

Requested Move Date _____

Please send your completed form to:

Vero Condominium Owners' Association

1234 Wilshire Blvd. Los Angeles, CA 90017