The Sterling Condominium Association

Moving Policy

1. All communications regarding moves should be with the Hunt Management, Jennifer Gannon who can be reached by email – JGannon@Huntmanagement.com or phone 262.238.1480. Move out and move in fees will be included as a cost at the closing of the condo sale. Sellers and Buyers may negotiate who pays what portion of these costs. In the case of moves involving renters after the initial sale of the unit, fees should be paid by the owner and mailing to Hunt Management along with this form.
2. All moves must be scheduled between 8:00 a.m. and 5:00pm and only one move is permitted each day. It is recommended to provide advance notice at least five (5) business days prior to the move, however the communication must be received no later than three (3) business days prior to a move.
3. To defer the cost to the Association of a move (including costs of installing or removing pads in the elevator, property inspections, releasing and securing elevator keys and any other services associated with moves) and the cost of the additional wear and tear to the Common Elements associated with moving a household, the Association will charge a fee for moves. The fee will be assessed as follows:
    a. In the case of a condo sale, a $500 fee will be collected at the time of closing. This covers both the move out of the Seller and the move in of the Buyer. The Seller and Buyer may negotiate who pays which portion of this fee.
    b. In the case of new renters moving in, a one-time $500 deposit must be paid by the Unit Owner at least three (3) business days prior to any move. This will cover both the move in of a new renter, as well as their move out. Multiple deposits are not necessary for multiple day moves. If there is no breach of these Rules and Regulations, no breach of security, no special waste pickup required, no damage caused by the move, nor additional clean up or repairs required, the deposit will be refunded in the same way it was paid ($250 after the move in and $250 after the move out). In addition to the deposit, Unit Owners must pay a $500 moving fee each time a new renter moves in. This fee covers both the move in and move out of their renter. This fee is also due and payable at least three (3) business days prior to any move.
4. All damages assessed to the elevator and common areas after the completion of the move are the responsibility of Owner. If the Owner wishes to do an assessment of the elevator prior to move, arrangements must be made with Ogden & Company to do so.
5. Once Hunt Management is notified of your move date, arrangements must be made to obtain the elevator key from either Hunt Management or a Member of the Board. The key is required to switch the elevator during the move from “Group” service to individual service (“Ind. Svc”) mode. To operate the elevator in individual service it is required after pressing the floor number to hold the Close button until the door is fully shut. Do not leave the key unattended within the lock. After the move the elevator needs to be switched back to “Group”

service and the elevator key must be returned to either the Hunt Management or a Member of the Board within one (1) day of the move.

6. Only a single elevator is to be used during each move to be designated by Hunt Management or a Member of the Board by the placement of elevator pads. Elevator pads must be in place during any move. These will be put in place either by Hunt Management or a Member of the Board prior to your scheduled move in/move out time, and will be removed by them as well. If pads are not in place you must notify Hunt Management immediately to prevent potential damage to the elevator.
7. It is the responsibility of the Unit Owner to ensure that any move is performed in the safest manner possible. No corridors, elevators, entrances or exits may be blocked at any time. The front door(s) cannot be propped open without the owner or mover physically in the lobby to ensure proper security of the Condominium. The door being propped open without being directly attended to is a serious breach of security and is cause for forfeiture of the move deposit or a fine. In addition, use of both elevators will result in forfeiture of your deposit or a fine.
8. Moving without prior notice or disapproval will be charged an additional fine of $150 plus any damage found within the used common areas.

We/I agreed to the above policy.

_____ _____

Move In - Owner's signature Date

_____ _____

Move Out - Owner's signature Date