



**Prairie Avenue Lofts Condominium Association**

**Move in/out/delivery form**

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please be advised I/We will be:  Moving In  Moving Out  Expecting a delivery

**Move times: Monday through Friday 8:00 a.m. to 6:30 p.m. (4 hour window) Saturday 8:00 a.m. to 12:00 p.m.**

On date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Move out forwarding address: \_\_\_\_\_

I understand that if my move lasts longer than the 4 hour block of time stated above, a fee of \$35.00 per hour will be charged to the owner for a Phoenix Rising personnel to return to the property to unpad and unlock the elevator after the designated time. The associated expense will be applied to your owner ledger or deducted from your deposit.

Along with this completed form, I am forwarding the **non-refundable fee of \$250.00 and the refundable \$250.00 deposit in the form of cash or certified funds** made payable to the Prairie Ave Lofts Condominium Association

I/We have read the moving Rules and fully understand my/our obligation and agree to abide by the rules as presented.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**No moves/deliveries will be allowed unless this form has been signed and returned 5 business days prior to the proposed move /delivery.** If an unscheduled move in or move out occurs, a \$500.00 fine will be billed to the unit owner. Unit owners are responsible for confirming move fees and scheduling have been paid and scheduled with the property management office.