



Move In and Move Out Policy

Moving

Times You May Move

Move-In/Move-Out will be conducted between 8:00 am. to 6:00 p.m. Monday through Sunday, including holidays.

AN APPOINTMENT TO SCHEDULE A MOVEAN OR MOVE-OUT OF THE BUILDING MUST BE MADE SEVEN (7) WORKING DAYS IN ADVANCE OF THE MOVE TO INSURE ACCESS TO THE ELEVATOR. Please call the Property Manager to schedule moves and deliveries.

UNSCHEDULED MOVES WILL NOT BE ALLOWED USE OF THE ELEVATOR.

Parking

If you are using a professional moving company, be sure to notify the on site guest coordinator so parking of the moving vehicle can be arranged ahead of time. A representative of the Association will accompany the Movers on the initial walkthrough of the Common Area to the individual unit.

Initial 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. Due to this liability it is important that the moving company carry its own insurance for such damage. The moving company you select must supply the Association with a current Certificate of Liability and Workers compensation Insurance for a minimum of \$1,000,000 naming the Association and the Property Manager as additional insured before the move may start.

If you plan to move from out of state, please either use a destination (local) agent for the company or instruct the driver to call the Management Office a **minimum of 48 hours in advance** to coordinate the time of arrival and to insure availability of designated elevator. 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, i.e. scheduling the elevator seven (7) days in advance of the move and accompanying the Association's Representative on walkthroughs before and after the move.

When your furniture arrives, the Association's Representative will walk with a representative from the moving company from the point of entry to the building, to the elevator and to your Unit and note any damage that might exist.

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

THE ASSOCIATION WILL PROVIDE PROTECTIVE COVERING FOR THE ELEVATOR CAB WALLS DURING THE MOVING PROCESS. IN THE ABSENCE OF PROTECTIVE COVERINGS, ALL ITEMS MUST BE WRAPPED IN MOVING BLANKETS.

When your move is completed, the walkthrough inspection from point of entry to the building, to the elevator and to your Unit will be repeated and any new damage noted at that time.

**THE OWNER IS RESPONSIBLE FOR ALL COSTS FOR REPAIRS
NECESSITATED BY THE MOVE.**

Please provide the moving company with a copy of the attached Memo to Moving Company Personnel so that they have a clear understanding of Regents La Jolla's moving requirements.

Suggestions for Moving Preparation

1. Make a plan. You will save time and money if you plan the location of your furniture in your new home before the moving company delivers it.
2. Be sure you Know:
 - A. Your unit number
 - B. The day, date and the block of time you are assigned for the move-in/out and have verified this with your moving company.
 - C. 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, elevator and tight corners in the halls.

After Moving Boxes and Materials

At the end of the move the hallways and elevator must be cleared of all debris and packaging materials. All cartons must be flattened. Please leave the flattened cartons in the recycling bin located in the garage area of Building 1.

**ANY RESIDENT WHO DISREGARDS THIS REGULATION BY
LEAVING PACKING MATERIALS AND BOXES IN THE HALLWAYS
WILL BE SUBJECT TO A MINIMUM CHARGE OF \$100.00 TO COVER
THE COST OF REMOVING 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 file the same agreement with the Association prior to such move or delivery. A walkthrough before and after the move will be made with the individual or individuals making the move or delivery.

Post Tension Cables

Post tension cables are pulled through the concrete slabs (floor and ceiling) to give added flexibility in the event of earthquakes. No drilling may be done in the ceilings and floors. If a post tension cable is cut, it will cause severe damage and possible injuries. The owner of the unit in which the drilling was done will be responsible for the damages.

Please read, sign and return this Move-in/out Agreement to the Management Office PRIOR to beginning any Move.

I have read the Move-IN/out Procedures for Regents La Jolla. I understand and agree that if damage is incurred as a result of any move, I will accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities. I further understand and agree that if my Move-in/Move-out requires more than the slotted time that it may be interrupted to allow other scheduled Moves.

Owner Name _____ Date _____

Owner Signature _____ Unit # _____

Regents La Jolla

To: MOVING COMPANY PERSONNEL
From: Regents La Jolla
Date: July 21, 2004
Subject: MOVE-IN POLICIES OF Regents La Jolla

The Moving Company Supervisor prior to the move should review these policies. Regents La Jolla is a secure building and will only allow moving companies on the property that will operate in keeping the building secure and the property damage-free. If the moving company uses the elevator key, the company must have insurance that will cover all expenses involved with re-keying, including replacement of cylinders in each elevator as may be necessary.

MOVING COMPANY STAFF

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

1. The moving company must supply the Association with a current Certificate of Liability and Workers' Compensation Insurance for a minimum of \$1,000,000 before the move may start. The certificate(s) must name the Association and the Property Management company as additional named insured.
2. When you arrive at the building, you should contact the Customer Service Representative to let them know of your arrival.
3. A representative of the Association will walk with the moving company supervisor from the point of entry to the building, to the elevator and to the Resident's Unit. During this initial walkthrough, any existing damage will be noted on a checklist and signed by the moving company representative and the Association's Representative.
4. The elevator key will allow you to hold the elevator at point of entry and on your customer's floor in order to minimize the time necessary to accomplish the move. No furniture, boxes, etc. are to be left in the lobby.
5. **CEILINGS MAY NOT BE REMOVED FROM THE ELEVATOR.**
6. 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.
7. **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 ITEM MUST BE WRAPPED IN MOVING BLANKETS.**

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

8. **UNDER NO CIRCUMSTANCES MAY FURNITURE OR OTHER BELONGINGS BE DRAGGED ACROSS THE HALLWAYS OR OTHER ENTRY AREA FLOORS.** Dollies or hand truck must be used at all times. The Regents La Jolla equipment will not be provided by the Association.
9. Moves are scheduled from 8:00 a.m. to 4:00 p.m., Monday through Saturday. No moves are allowed on Sundays.
10. When the move is completed, the walkthrough inspection will be repeated and any new damage noted at that time and acknowledged by the signature of the moving company supervisor and the Association's Representative. **Refusal of Moving Company to sign Walkthrough inspection does not relieve Moving Company of responsibility for any damage incurred.**
11. Should a moving vendor disregard any of the above policies, his/her moving company will not be allowed future access to the building.

Regents La Jolla

I have read, understand and agreed to fully comply with the Move-in/Move out Policies of the Regents La Jolla HOA.

The form is to be signed by the Supervisor assigned to the move by the moving company and returned to the Guest Service Representative for Regents La Jolla prior to any move-ins.

Company Name _____ Date _____

Print Name of Supervisor _____

Supervisor Signature _____

Owner Name _____ Unit # _____
Regents La Jolla HOA

Regents La Jolla

IF YOU WOULD LIKE TO HAVE YOUR NAME PROGRAMMED INTO THE DIRECTORY, PLEASE PROVIDE THE INFORMATION BELOW AND RETURN THIS FORM TO THE GUEST RELATIONS REPRESENTATIVE AT THE FRONT DESK.

Names(s) to appear in the directory:

Unit # _____

4-digit code to appear in directory _____

(HSA To Assign)

Local telephone number *(858)* _____



Document Receipt and Move Confirmation

~Move In/Move Out Date and Time _____

~Unit Number/Contact _____

~Move In/Move Out Agreement _____

~Moving Company Acknowledgement _____

~Movers Certificate of Insurance _____

~Directory Programming Request _____

Confirmed By: _____

Date: _____

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