

River Bank Lofts - Moving Procedures

Reference Guide

Excerpt from Section 3 H. of RBL Rules and Regulations

- 1) The moving in and out of furniture and all commercial deliveries other than small parcels will have to be conducted through the Grand Ave. entrance of 550 N. Kingsbury Street.
- 2) The Management Company must be called to schedule a move in or out time. Moves may be scheduled Monday through Friday 8:00 a.m. to 1:00 p.m. or 2:00 p.m. to 7:00 p.m. Saturday moves may only take place between 10:00 a.m. to 2:00 p.m. No moves will be considered or approved for Sundays or Holidays
- 3) Prior to a move-in/out, a refundable deposit of **\$300.00** is required of the Owner, tenant or lessee.
 - a. Owners will be held liable for common element property damage incurred during moving.
 - b. If the scheduled move times are ignored and the move starts early or ends late, the moving security deposit will be forfeited.
 - c. The deposit will be refunded, after inspection for damage, less any and all costs for damages and/or schedule violations.
- 4) **A non-refundable \$100.00 fee** will be charged for the purpose of posting a security guard at the entrance during the move. The guard's purpose is to protect River Bank Lofts and not to protect the Owner's property or the moving van/truck.
- 5) Only the South elevator may be used for moving, and only after the protective wall and floor coverings are in place (see Security Staff or Managing Agent if not in place). The North elevator may not be used for moving/deliveries.
- 6) The elevator lobby area, hallways, or other common areas shall not be used to hold furniture during the move. These areas are not for staging the move and should be kept as free of furniture, boxes, and the like, as possible for the safety and convenience of the other residents.
- 7) Any debris from a move (including any boxes or other moving materials) must be either;
 - a. Collapsed and /or condensed and taken to the river level garage and placed in the designated area south of the compacter room door by the Owner, lessee or tenant,
 - b. Or removed from the building by the Owner, tenant or lessee.

I hereby acknowledge that I have read and agree to comply with the Rules and Regulations for move in/out of River Bank Lofts. I understand that any violation of these Rules could result in **forfeiture of the security deposit, fine and/or other sanction.**

Resident signature

Unit #

Move date

Move time - start

end

To be completed by RBL Management:

Deposit/Fee Received \$ _____ Authorized by _____