The VILLAGE at MOUNT HOPE BAY CONDOMINIUM ASSOCIATION

Midrise Move In/Out Policy

1. Notification and coordination with Property Management must be made at least 7 days in advance prior to the desired move in/out date.

2. Moving is allowed weekdays (Monday – Friday) 8:00a.m. to 4:00p.m. Exceptions may be granted by Property Management on a case-by-case basis.

3. All owners and/or renters are required to pay a $250 Moving Fee prior to the move. Owners must submit the check to Property Management. This check will be held and returned to the homeowner at the end of the move provided:

   a. There is no damage to common areas, elevators or the garage.
   b. The move was done within the guidelines of this policy.

4. In the event there is damage to common areas, elevators, or the garage in excess of the $250 fee, the owner causing the damage is responsible for the additional costs to restore/repair Common Elements.

5. The unit owner or seller is responsible for providing unit keys, building keys (front door/storage doors), and mailbox keys to the buyer / lessee. Owner is also responsible for emptying their storage room in the building and garage.

6. A certificate of insurance from the moving company must be given to Property Management stating proper and current coverages for liability and workers' compensation **before** the move is to commence.

7. A copy of the lease, if a rental, must be given to Property Management **Prior** to the move in.

8. If the provisions and policies contained herein are not adhered to, a $250 fee will be applied to the owner's account.

9. Fees are payable by check only, made out to: The Village at Mount Hope Bay.

I have read and understand all the above

information. Date _

_____ _____

Print Name Signature

If you have any questions regarding this information, please call Property Management at 401-624-3930 .