

**MEMO TO MOVING COMPANY**

**TO: MOVING COMPANY PERSONNEL**  
**FROM: AXIS Homeowners Association**  
**SUBJECT: MOVE-IN/MOVE-OUT POLICIES OF AXIS**

These policies should be reviewed by the Moving Company prior to the move. AXIS will only allow moving companies on the property who will cooperate in keeping the building secure and the property damage-free. If the elevator key or any access keys provided by the Association or General Manager is lost by the moving company, the company must have insurance, which will cover all expenses involved with re-keying, including replacement of cylinders as may be necessary.

In order to make the move go smoothly for you, please make note of the following policies. If you have any questions about these policies, please contact the General Manager prior to the move.

Prior to any Move-In/Move-Out, the Moving Company must supply the Association with a current Certificate of General 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 General Manager as an additional insured in the Certificate Holder box at the bottom of the insurance form.

Please fax or email the certificate to the General Manager and deliver an original by U.S. Mail or overnight national courier.

A representative of the Association may walk with the Moving Company supervisor from the point of entry to the building, to the elevator and to the Homeowner's Unit. During this initial walkthrough, any existing damage may be noted on a checklist and signed by the Moving Company representative and the Association's representative.

The elevator key will allow the staff to hold the elevator at point of entry and on your customers' floor in order to minimize the time necessary to accomplish the move. No furniture, boxes, etc., are to be left in the Association Property.

Ceilings may not be removed from the elevator. The elevator dimensions are approximately 5' 5" in depth, 6' 9" in width, and 8' 9" in height. Front door dimensions are 3' 6" X 7'.

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.

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 items must be wrapped in moving blankets.

It is also the responsibility of the mover to provide Masonite sheets to protect the flooring between the truck 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.

Under no circumstances may furniture or other belongings be dragged across the hallways or other entry area floors. Dollies or hand trucks must be used at all times. The Association has no obligation to make its own equipment available to the Moving Company.

Moves are scheduled from 8:00 am to 5:00 pm, Monday through Sunday.

When the move is completed, the walkthrough inspection may be repeated and any new damage noted at that time and acknowledged by the signature of the Moving Company supervisor and the General Manager. Refusal of the Moving Company to sign the walk-through inspection does not relieve the moving company of responsibility for any damage incurred.

Should a Moving Company disregard any of the above policies, his/her Moving Company may not be allowed future access to the Building.

**MOVING PROCEDURES ACKNOWLEDGMENT FORM**

I have read, understand and agreed to fully comply with the Move-In/Move-Out Policies of AXIS. Without limiting the foregoing, I agree that the company specified below will

(a) be required to register with the General Manager and provide certificates of insurance prior to any Move-In or Move-Out,

(b) park in the loading dock

(c) be required to return any keys provided by the General Manager or homeowner, and

(d) be responsible for any damage caused to the AXIS Community as a result of the move.

I further acknowledge that the General Manager may (but should have no obligation to) take photographs before and after the move to document the property condition before and after the move.

This form is to be signed by an authorized employee or Owner of the Moving Company and returned to the General Manager prior to any move-in or move-out.

\_\_\_\_\_  
Name of Moving Company

\_\_\_\_\_  
Signature of Moving Company Supervisor      Date