

ORIENTAL WAREHOUSE OWNERS' ASSOCIATION
650 DELANCEY STREET
SAN FRANCISCO, CA

MOVE IN/OUT & DELIVERY POLICY

SUMMARY OF STEPS TO COMPLY WITH MOVE IN/OUT & DELIVERY POLICY

Below is a summary of the steps required by the Oriental Warehouse Owner's Association MOVE IN/OUT & DELIVERY POLICY. **Please review the entire policy on the following pages for the complete information and requirements that must be signed and complied with before, during and after a move.**

MANAGEMENT CONTACT INFORMATION

MANAGEMENT COMPANY: PLEASE NOTE: PROPERTY IS MANAGED BY AN OFFSITE MANAGER.

BAY WEST PROPERTY MANAGEMENT
2416 POLK STREET
SAN FRANCISCO, CA 94109
415-345-1270
415-345-1277 fax
BUSINESS HRS MONDAY – FRIDAY 9 AM – 5 PM
EMERGENCY # 415-703-7923

CONTACT:
LORI TISHGART
415-345-1270 X 234
415-345-1277 FAX
LTISHGART@BWPM.COM

SUMMARY OF STEPS

1. AT LEAST 7 DAYS PRIOR TO MOVE

- a. SIGNED MOVE IN/OUT & DELIVERY POLICY AGREEMENT PROVIDED TO MANAGEMENT
 - i. RETURN COMPLETED OWNER AGREEMENT SIGNED ON PAGE 9
 - ii. RETURN COMPLETED MOVING COMPANY AGREEMENT SIGNED ON PG. 11
 - iii. PROVIDE INSURANCE CERTIFICATE WITH NAMED INSURED
 - iv. GET PARKING SPACE PERMIT IF NECESSARY

2. AT LEAST 5 DAYS PRIOR TO MOVE

- a. MOVE FEE PAYMENT DUE

3. DAY BEFORE OR DAY OF MOVE

- a. WALKTHROUGH INSPECTION FOR DAMAGE
- b. INSTRUCTIONS FOR ELEVATOR LOCK OFF
- c. ELEVATOR GETS PADDED

4. DAY OF OR DAY AFTER MOVE

- a. POST-MOVE WALKTHROUGH

PRIOR TO YOUR MOVE

To ensure proper scheduling and availability of the elevator for your move, please contact the Management Company at your earliest opportunity to reserve a time for your move. No one will be allowed to use the elevators for moving without having made a confirmed reservation prior to the move. At that time, you should review any questions that you might have regarding these move procedures.

TIMES YOU MAY MOVE

Moves may be made between 9:00 a.m. and 5:00 p.m. Monday through Saturday

No moves or deliveries will be allowed on Sundays or Holidays as these days are reserved as a time of quiet enjoyment for all Residents

AN APPOINTMENT TO SCHEDULE A MOVE IN/DELIVERY OF THE BUILDING MUST BE MADE SEVEN (7) WORKING DAYS IN ADVANCE OF THE PROPOSED DATE TO ENSURE ACCESS TO THE ELEVATOR AND SECURITY AT THE FRONT DOOR. RESIDENTS MAY NOT PROVIDE THEIR OWN SECURITY FOR A MOVE.

MOVE FEES (Non-Refundable)

- | | |
|---------------------------------------------------|-------|
| 1. Staging Move: for moves up to 2 hours | \$350 |
| 2. Resident Move: for moves up to 4 hours | \$450 |
| 3. Each additional hour (reserved in advance) | \$ 50 |
| 4. Each additional hour (not reserved in advance) | \$100 |

The above rates support costs for: 1) Installing and removing elevator padding, 2) a security guard posted at the front door during the move and 3) a "pre and post" move walk-through to inspect for damages.

Make the check payable to "ORIENTAL WAREHOUSE OWNERS ASSOCIATION" and mail to:
Bay West Property Management, 2416 Polk Street, San Francisco, CA 94109

UNSCHEDULED MOVES WILL BE CHARGED THE APPLICABLE MOVE FEE PLUS A CHARGE OF \$200.

INSURANCE

The moving company you select must supply the Association with current Certification of liability Insurance for a minimum of \$1,000,000 before the move may start. The Certificate must name as additionally insured:

"Oriental Warehouse Owners Association" and "Bay West Property Management"

The certificate may be emailed to ltishgart@bwpm.com

PRE & POST MOVE WALKTHROUGHS

A pre and post move walk through is conducted with a video camera to photograph the common area from the front door to the unit door to note any damage to the common area that may take place during a move. The Homeowner is responsible for any repairs costs to common area resulting from a move.

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 it is delivered by the moving company.

2. CONFIRM

The day and time block you have reserved for your move is verified with your moving company.

Be sure that your mover knows the size of the elevator and hallways. THE FINISH ON THE ELEVATOR AND HALLWAY IS EASILY DAMAGED AND EXPENSIVE TO REPAIR. The elevator door opening measures 3' 2" wide by 6' 11½" high.

The elevator cab measures 4' 11" by 6' 1" and 7' 0" in height. Measure your large items to be sure they will fit through the standard door opening, elevator and tight corners in the halls. Confirm that the moving company provides protective pads for the items being moved to avoid damage that may occur in common areas.

The capacity of the elevator is 3,500 lbs. This includes the weight of the elevator operator. If you have a piece of furniture which exceeds the dimension or capacity of the elevator, **the stairs must be used.**

ORIENTAL WAREHOUSE OWNERS' ASSOCIATION
650 DELANCEY STREET
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THE DAY OF MOVE / DELIVERY

PARKING

If you are using a professional moving company, be sure to inform them that it will be necessary to park in front of the building with no loading zone. A permit will be required by the City of San Francisco to occupy parking spaces in front.

If you have any questions or concerns about the size of the vehicle you intend to use, please visit the site prior to scheduling the move.

SECURITY

The Association contracts with security agencies to stand guard at the front door during all moves to maintain security to the building while doors are open for the move. If security is not present, contact management immediately.

It is ultimately your responsibility to ensure that the front door is attended at all times during your move in/out. THE PENALTY FOR NONCOMPLIANCE IS A MINIMUM OF \$300.00.

MOVE-IN - Your Moving Company

Please choose your moving company carefully! You, as the Unit Owner, are fully responsible for any damages done to the Common Area during the move in or out. This also includes your tenant's moves, if your Unit is rented. Because of this liability, it is important that the moving company carry its own insurance for such damages.

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 Company a minimum of 48 hours in advance to coordinate the move and to insure availability of the elevator.

MOVERS ARRIVING LATE OR ON A SUNDAY OR HOLIDAY WILL NOT BE GRANTED ACCESS AND WILL BE REQUIRED TO PERFORM THE MOVE THE FOLLOWING WORKING DAY.

Owners who wish to move 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 Representative on a walk-through before and after the move.

The elevator can be reserved for your movers for up to a **four (4) hour block of time**. In order to allow the elevator to be held to one floor, the mover must contact Management to coordinate the **walk through prior to the move and get a key**.

THE ASSOCIATION WILL PROVIDE PROTECTIVE COVERING FOR THE ELEVATOR CAB WALLS PRIOR TO THE SCHEDULED MOVE. IT IS THE MOVER'S RESPONSIBILITY TO INSURE THAT THESE ARE IN PLACE PRIOR TO BEGINNING THE MOVE. NO MOVES WILL BE PERMITTED IF THE PROTECTIVE COVERINGS ARE NOT FULLY IN PLACE.

Please provide the moving company with a copy of the attached **Memo to Moving Company Personnel** so that they have a clear understanding of Oriental Warehouse Owners Association moving requirements.

ORIENTAL WAREHOUSE OWNERS' ASSOCIATION
650 DELANCEY STREET
SAN FRANCISCO, CA

AFTER MOVING IN

POST-MOVE WALKTHROUGH

When your move is completed, the walk-through from the building point of entry to your Unit will be repeated by the Association Representative and any new damage noted at that time.

THE OWNER IS RESPONSIBLE FOR ALL COSTS FOR REPAIRS, CLEANING OR MANAGEMENT STAFF OVERTIME NECESSITATED BY THE MOVE.

BOXES AND PACKING MATERIALS

At the end of the move, or after each day, if the move takes longer than one day, the hallways and elevator must be cleared of all debris.

- ✓ PACKING MATERIALS AND CONTAINERS MUST NOT BE LEFT OUTSIDE YOUR DOOR OR IN COMMON AREAS.
- ✓ **PACKING MATERIALS AND/OR CONTAINERS SHOULD NOT BE DISPOSED IN THE GARBAGE BINS OR IN THE GARBAGE ROOM.** OUR CONTRACT WITH THE GARBAGE COMPANY DOES NOT PROVIDE FOR THIS SERVICE. PLEASE ARRANGE WITH THE GARBAGE COMPANY (THE MANAGEMENT COMPANY CAN PROVIDE YOU WITH THE NAME AND PHONE OF THE GARBAGE COMPANY) OR YOUR MOVERS TO HAVE SUCH DEBRIS TO BE REMOVED. THE COST OF REMOVING THESE ITEMS WILL BE YOURS, SOLELY. FAILURE TO COMPLY WILL PROVE A HAZARD AND BURDEN TO ALL YOUR NEIGHBORS.

Any Owner who disregards this regulation by leaving packing materials and boxes in the hallways or common areas 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 out or have any items delivered that require two (2) or more persons to transport, you must make an elevator reservation and file the same agreement with the Association prior to such a move or delivery. A walk-through before and after the move/delivery will be made with the Individual or company making the delivery.

THE ORIENTAL WAREHOUSE OWNERS ASSOCIATION
650 DELANCEY STREET
SAN FRANCISCO, CA 94107

RESIDENT MOVE POLICY AGREEMENT
TO BE SIGNED BY THE RESIDENT

NO MOVE CAN BE RESERVED UNTIL THIS FORM HAS BEEN COMPLETED AND CONFIRMED RECEIVED BY BAY WEST

By signing below, I agree to:

- ✓ **I have read and will comply with the Move-In/Out & Delivery Policy for the Oriental Warehouse Owners' Association.**
- ✓ **I understand and agree that if damage is incurred as a result of my move, I accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities.**
- ✓ **I further understand and agree that if my Move or Delivery requires more than the allotted time, the move may be interrupted or delayed to allow other scheduled moves.**
- ✓ **DURING A MOVE OUT, NO FURNITURE AND PERSONAL ITEMS WILL BE DISPOSED IN A DUMPSTER OR LEFT ABANDONED ONSITE. I UNDERSTAND THAT ANY ITEMS LEFT BEHIND WILL BE NOTED IN THE POST-MOVE WALKTHROUGH AND THE COST OF THEIR DISPOSAL WILL BE CHARGED BACK TO THE UNIT OWNER OR TAKEN OUT OF THE DAMAGE DEPOSIT ON A TIME AND MATERIALS BASIS.**
- ✓ **AFTER THE MOVE IN, ALL BOXES MUST BE BROKEN DOWN BEFORE RECYCLING.**

DATE OF MOVE _____

TIME WINDOW FOR MOVE _____ AM/PM TO _____ AM/PM

ADDITIONAL HOURS _____ AM/PM TO _____ AM/PM
REQUESTED FOR MOVE
(ADDED CHARGES WILL APPLY)

Resident/ Stager Name

Unit Number

Resident/ Stager Signature

Date

Day of Move Onsite Contact Name (REQUIRED)

Onsite Contact Cell Phone (REQUIRED)

ORIENTAL WAREHOUSE OWNERS' ASSOCIATION
650 DELANCEY STREET
SAN FRANCISCO, CA

TO: MOVING COMPANY PERSONNEL

FROM: ORIENTAL WAREHOUSE OWNERS ASSOCIATION

SUBJECT: MOVE-IN POLICIES OF ORIENTAL WAREHOUSE OWNERS ASSOCIATION

These policies should be reviewed by the Moving Company Supervisor prior to the move. The Oriental Warehouse Owners Association is a secure building and will only allow moving companies on the property that will cooperate in keeping the building secure and the property damage-free.

MOVING COMPANY STAFF

1. PRIOR TO THE MOVE

- a. In order to make the move go smoothly for you, your customer and the Oriental Warehouse Owners Association, please thoroughly review the Move In/Out & Delivery Policy. If you have any questions about these policies, please contact the Management Company (415-345-1270 X 222 or clynch@bwpm.com) prior to the move.
- b. **Insurance Requirements**
 - i. The moving company must supply the Association with a current Certification of Liability and Workers' Compensation Insurance for a minimum of \$1,000,000 before the move may start.
 - ii. **The certificate(s) must name "Oriental Warehouse Owners Association" and "Bay West Property Management" as an additional name insured. The certificate may be faxed to the Bay West Property Management at (415) 345-1277 or emailed to clynch@bwpm.com.**
- c. Prior to the move, the Association Representative will walk with the moving company supervisor and or Owner from the point of entry to the building, to the elevator and to the Owner's Unit. During the Initial pre-Inspection walk-through, any existing damage will be noted on a checklist and signed by the moving company representative and the Association Representative.
- d. Moves are scheduled from 9:00 a.m. to 5:00 p.m., Monday through Saturday **ONLY**. No moves are allowed on Sundays or Holidays.

2. DURING THE MOVE

- a. **All exterior doors to the association are to remain closed and locked at all times unless someone is physically present to provide security to the building.**
- b. All contractor employees are to wear clothing that identifies them as employees of the company.
- c. There is no smoking allowed in the common areas of the building, in the garage or within 30 feet of the front entrance.
- d. Music from boom boxes or music through speakers is prohibited in common area.
- e. Yelling or inappropriate language is not permitted anywhere in the common areas.
- f. Absolutely no furniture, dollies, etc. are to be left unattended in the Main Lobby or hallways of any floor.
- g. Contractor shall maintain a path of clear egress throughout the building at all times.
- h. There can be no storage of materials or debris in common areas without prior written approval.
- i. Moving materials in elevator is prohibited unless prior approval has been provided and elevators are padded to prevent damage.

- j. There is no removable ceiling in the elevator. If furniture does not fit safely inside the elevator cab, it must be brought up the stairs.
- k. **IT IS THE RESPONSIBILITY OF THE MOVING COMPANY TO ENSURE THAT PROTECTIVE COVERINGS HAVE BEEN INSTALLED IN THE ELEVATOR PRIOR TO THE MOVE. THESE COVERINGS WILL BE PROVIDED BY THE ASSOCIATION.**
- l. **UNDER NO CIRCUMSTANCES MAY FURNITURE, BOXES, OR OTHER BELONGINGS BE DRAGGED ACROSS THE HALLWAYS OR OTHER ENTRY AREA FLOORS.** Dollies or hand trucks must be used at all times. Dollies and hand trucks will not be provided by the Association.

3. AFTER THE MOVE

- a. When the move is completed, the walk-through inspection will be repeated and any new damage will be noted at that time and acknowledged by the signature of the moving company supervisor and the Association Representative. **Refusal of the Moving Company to sign the walk-through inspection does not relieve the Moving Company or Unit Owner of responsibility for any damage incurred.**
- b. Should a moving vendor disregard any of the above policies, his moving company will not be allowed future access to the building.
- c. Any key fobs provided will be returned or \$100 for each fob will be deducted from contract price.

ORIENTAL WAREHOUSE OWNERS ASSOCIATION MOVING COMPANY AGREEMENT

I have read, understand and agree to fully comply with the Move-In/Out/Delivery policies of Oriental Warehouse Owners Association. **This form is to be signed by the Supervisor assigned to the move by the Moving Company and returned to Management prior to any Moves.**

Signature of Company Supervisor

Date

Company Name

Unit Owner's Name

650 Delancey Street, Unit #

Date of Move

Accepted for ORIENTAL WAREHOUSE OWNERS ASSOCIATION:

Name/Signature

Date