

# GrandView Move-In/Move-Out Policy And Delivery Policy

1. Deliveries. Before having household goods, furniture, appliances, equipment or other materials delivered to a unit in the GrandView Condominium building or transferred between units in the GrandView Condominium building (a “Delivery”), the occupant must notify the Managing Agent. Upon such prior notification, the Managing Agent shall have the authority to cause the elevator to put on and off service as needed on the day of such Delivery. If prior notification is not received, an owner/tenant shall not have the exclusive use of an elevator for a Delivery. In addition, the owner/tenant shall inform all movers and other delivery persons that they must sign in with the concierge upon arrival at the building prior to moving anything into or out of the building.
2. Moving Into/Out of a Unit. At least one week prior to date an owner/tenant will move into or out of a unit at Grandview (a “Move In/Out”), the owner/tenant must be complete and submit a Move In/Out Form and submit it to Victory Management along with a damage deposit of \$500.00 (“Damage Deposit”) and a moving monitor fee of \$200.00 (“Moving Monitor Fee”). The Damage Deposit and Moving Monitor Fee are required only when an individual moves in or out of the building. The checks should be made payable to GrandView Condominium Association. The Damage Deposit will be returned within five (5) business days after the moving date, less any amounts claimed for damages. The Moving Monitor Fee is non-refundable.
3. Moving Monitor. The Moving Monitor shall do the following: (i) install the moving pads in the freight elevator; (ii) put the elevator on and off service as necessary; (iii) review the moving rules with the owner/tenant and moving company; (iv) review the appropriate staging areas with the owner/tenant and moving company; (v) walk the building with the owner/tenant and moving company before and after the move; (vi) regularly monitor the moving process to assure compliance with the rules; and (vii) any other task related to monitoring the move assigned by the Board of Directors.
4. Damages for Deliveries and Move In/Out. A unit owner shall be responsible for any damage made to the Condominium property as a result of a Delivery or a Move In/Out. The cost of any repairs, damage or extraordinary cleaning to the common areas of the Condominium as a result of a Delivery or Move In/Out shall be the responsibility of the owner of the unit responsible for the damage. Any damages shall be deducted from the Damage Deposit, if caused during the Move In/Out process, and if such costs exceed the amount of the Damage Deposit, the balance shall be paid by the unit owner of the unit responsible for such damage. For damage that is not covered by a Damage Deposit, the cost of the damage shall be billed to and paid by the owner of the unit responsible for the damage. It is the responsibility of the unit owner to collect any damage amounts from their tenant.
5. Move In/Out Hours. The date and hours for a Move In/Out must be scheduled in advance so that the elevator and the loading are may be reserved. Only two Move In/Outs per day may be scheduled during the week, and only one Move In/Out per day on Saturday and Sunday. All Move In/ Outs shall take place between the hours of 8:00 am and 6:00 pm Monday through Friday. A Move In/Out on Saturday or Sunday shall take place between the hours of 10:00 am and 4:00 pm.

6. General Rules. Move In/Out and Deliveries can only take place via the alley behind the GrandView Condominium building. Due to its constraints, only moving vans can be used. No 18-wheelers or tractor trailers are permitted. The doors to the alley shall remain closed at all times unless there is actual materials moving through them. They may not be jammed or propped open as it will damage the doors and cause heating/air conditioning system issues. Materials shall not be leaned up against any common area wall. All moving companies and delivery companies shall stage the materials being delivered in such a manner so as not to interfere with the access of the occupants of the building to and from the elevators on any floor and access to their units and the common area facilities (i.e. Club G, Sky Lounge, mailroom). Moving companies and delivery companies shall follow the direction of the Moving Monitor, Concierge or other Association staff/agents with regard to the flow of materials into and out of the GrandView Condominium.

7. Owner Responsibility. It is the unit owners and/or tenants sole responsibility to provide access to for a Move In/Out or Delivery to their unit and supervise the Move In/Out or Delivery, regardless of the presence of a Moving Monitor or other Association personnel/agents. A unit owner/tenant must familiarize their movers and delivery persons with these regulations.

8. Trash. The moving company or other delivery companies shall remove of all packing cartons and other moving/delivery materials from the building on the day of the move/delivery. The Condominium's trash room cannot be used for moving/delivery materials unless prior arrangement is made with the Management Agent and the cost of the additional service is paid for in advance. The owner of the unit having the move/delivery shall be responsible for the failure of the moving/delivery company to comply with this provision.

# GrandView Move-In/Out Form

Please complete this form, attach a \$500 check for the deposit and a \$200 check for the Move-in Monitor, payable to GrandView Condominium and mail to:

Victory Management  
P.O. Box 1200  
Stevensville, MD 21666

Owners Name: \_\_\_\_\_

Address (at GrandView): \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Requested Move Date: \_\_\_\_\_

\* Please do not schedule date until date has been confirmed by the managing agent

Will you be Moving In or Moving Out: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Upon receipt, you will be contacted by the move in/out coordinator. Please do not schedule your move date until the date has been approved.