**Welcome to Lafayette Park!**

To make your move hassle free, we have outlined for you our moving procedures as stated in Rules & Regulations XV, which is to be followed whenever there is a move-in or a move-out of Lafayette Park. Please initial each number below:

\_\_\_\_\_\_\_\_\_\_ 1. All moves must be scheduled in advance with the Association office. Failure to schedule a move with the Association office at least three days before the move may result in a $50.00 assessment.

\_\_\_\_\_\_\_\_\_\_ 2. Moves may be scheduled between the hours of 9:00AM and 4:00PM, Monday through Saturday. No Sunday or Holiday moves are permitted.

\_\_\_\_\_\_\_\_\_\_ 3. The following items must be provided to the Association prior to the move date: a settlement statement (for new Unit Owners), a fully executed lease and lease addendum (for tenants), a completed Resident Registration Form, a $300.00 move-in fee, of which $50.00 is refundable subject to compliance with the Move-in/Move-out Procedures.

\_\_\_\_\_\_\_\_\_\_ 4. The moving party shall either notify the Association in advance of the scheduled time of the move or contact a representative of the Association at least 20 minutes prior to initiating the move.

\_\_\_\_\_\_\_\_\_\_ 5. Moving in or out through the lobbies is prohibited.

\_\_\_\_\_\_\_\_\_\_ 6. All moves must be conducted through the side door and building doors shall not be left open while unattended.

\_\_\_\_\_\_\_\_\_\_ 7. The moving party shall contact the Association upon completion of the move. An inspection for damage will be made and any damage will be noted on the inspection form, which shall be signed by the moving party.

\_\_\_\_\_\_\_\_\_\_ 8. Residents moving out will be entitled to a $50.00 refund within 30 days of the move, provided they schedule the move in advance, follow the proper procedure and do not damage and of the Common Elements.

\_\_\_\_\_\_\_\_\_\_ 9. The moving party shall be responsible for the cost to repair and damage to the Common Elements resulting from the move.

Please circle all that apply: Move In  Move Out  Elevator Needed? Y  N

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Move: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. to Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. to Remove **(Move Out Only)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lafayette Park Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forwarding Address **(Move Out Only)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspection Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature – Acceptance of Terms Time/Applicant’s Initials

**For office use only:**

Move-in Fee Paid? Y  N  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move-in Fee Refunded? Y  N  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Conducting Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Elevator Pads Hung? Y  N

First Floor Hallway: PASS  FAIL  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elevator: PASS  FAIL  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area from Elevator to Unit Door: PASS  FAIL Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All trash and debris removed? Y  N  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_