

**DAISY SQUARE LOFTS CONDOMINIUM ASSOCIATION
MOVE IN / MOVE OUT PROCEDURES**

The following are the Move In/Move Out procedures at Daisy Square Lofts Condominiums. **These regulations will be enforced without exception.** Your Move In/Move Out Date will be confirmed upon receipt by Leadership Management Inc of the Damage Deposit and the completed Moving Form. **Please note that a \$100 fee will be charged if these procedures are not followed.**

1. All moves are subject to a **refundable \$100 Moving Deposit. For ALL move-outs, the \$100 refundable Moving Deposit MUST be made by certified funds.**
2. The Damage Deposit, and the Moving Form must be submitted to Leadership Management, Inc at least **one (1) week** prior to your move date. **If you move without scheduling a time, without submitting the proper paperwork and/or without paying the requisite fees and deposits, the unit will be charged a non-refundable \$100 fee.**
3. The Damage Deposit will be refunded in full within two (2) weeks after your move if an inspection following your move reveals that no repairs or clean up of the common areas is required and the Move In/Move Out Procedures have been followed. Deductions from the Damage Deposit will be made for (1) damage to common areas (actual cost of repairs), (2) clean up of debris (per hour cost of maintenance personnel).
4. **All moves MUST be scheduled through Leadership Management, Inc.** All moving dates are available on a **"first reserved"** basis. Please call Stacey Hopson at (810-735-6000 to schedule a move. **No exceptions.**
5. Moving times shall be:
Monday - Saturday 10:00 AM to 2:00 PM; 2:00 PM to 6:00 PM
Sunday and Holiday moves shall not be permitted.
6. The Unit Owner and/or tenant must call Leadership Management, Inc **one (1) week before their scheduled move date** to confirm their move date and to obtain directions for parking the moving truck and obtaining elevator access. In addition, your moving company must provide Leadership Management, Inc with evidence of insurance listing Daisy Square Lofts Condominium Association and Leadership Management, Inc as additional insureds before a move will be permitted. Please fax the Certificate of Insurance to Leadership Management, Inc at 810-735-6009.
7. All moving personnel must enter and exit through the designated entrances only. Please note that cars and trucks are not permitted to idle their engine when parked by the building. All engines must be turned off while at the building. **For security reasons, the designated doors shall not be left open without a person attending the area during the move.**
8. All personal possessions must be taken directly from the moving truck to the elevator (or stairs) or visa versa. No items may be left unattended outside the elevator in the Residential Corridors or in the upper floor hall areas in accordance with applicable fire regulations. **Please make sure that heavy items and furniture are not dragged on carpeting in the hallways and other common areas causing damage.**
9. All Boxes, packing crates, debris, large items and other moving materials must be broken down and placed in the Residential Trash Room. **All boxes must be broken down before placing them in the Trash Room.** The Unit Owner and/or tenant is responsible for clean up of the Residential Elevator Vestibule and the Residential Trash Room. Prior arrangements must also be made with a rubbish removal company by the Unit Owner and/or tenant for the removal of large items, if applicable.
10. The Unit Owner and/or tenant should review these moving procedures with their moving company prior to the moving date to avoid mistakes by moving company personnel, which could result in additional charges to the Unit Owner or tenant. Any such charges shall not be the responsibility of the Association.
11. Please remember that you are moving into a building with your future neighbors, so share the elevator with other residents as necessary during your move.
12. All pets must be registered with Leadership Management, Inc. Please contact Leadership Management, Inc to obtain the Pet Permit Application and Registration Form.



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MOVING FORM

Pease retain page 1 of the Move-In / Move-Out Procedures for your reference. Once your move is scheduled, return this form and your check for the Damage Deposit, made payable to Daisy Square Lofts Condo Association, to: **Leadership Management Inc, P.O. Box 307 Hartland, MI 48353.**

Date _____

Unit Number _____

Parking space, if applicable _____

Owner Name(s) _____

Tenant Name(s) _____

Owner Name(s) _____

Tenant Name(s) _____

Owner Home Number _____

Tenant Home Number _____

Owner Work Number _____

Tenant Work Number _____

Owner Mobile Number _____

Tenant Mobile Number _____

Owner / Tenant email address _____

Current Address: _____

Address for Monthly Statements (if different from Unit address): _____

Please check: This move is a Move-In _____ Move-Out _____

Date Scheduled for Move _____

Time of Move: From: _____ to _____ AM / PM

Signature of Owner or Tenant: _____

If moving out, please provide your forwarding address to receive your Damage Deposit refund:

