



WATERGATE AT LANDMARK
CONDOMINIUM UNIT OWNERS ASSOCIATION

211 Yoakum Parkway, Alexandria, Virginia 22304
www.watergateatlandmark.com
703-370-7000

PROPERTY TRANSFER REQUEST/PERMIT
(NOT TO BE USED FOR MOVE INS & OUTS)

“Move-In or Move-Out” refers to moving items into or out of the Condominium in conjunction with the beginning or end of the occupancy of a unit. (Watergate At Landmark Rules And Regulations)

BUILDING: _____ UNIT: _____

AUTHORIZATION IS GRANTED TO: _____

TO TRANSFER IN/OUT (CIRCLE ONE) PERSONAL PROPERTY ON DAY: _____

DATE: _____ BETWEEN THE HOURS OF: _____ AND _____

- PERSONAL PROPERTY, OTHER THAN HAND BAGGAGE AND PACKAGES, MUST BE TRANSPORTED IN THE FREIGHT ELEVATORS.
- TRANSFERS MUST BE PRE-APPROVED/ARRANGED AT LEAST 24 HOURS IN ADVANCE AT THE RESIDENTS SERVICES OFFICE.
- TRANSFERS MAY BE PREFORMED BETWEEN 9:30 AM AND 6:00 PM, MONDAY THROUGH FRIDAY AND 10 AM THROUGH 4:30 PM, SATURDAYS, SUNDAYS AND FEDERAL HOLIDAYS.
- TRANSFERS ARE LIMITED TO A MAXIMUM OF ONE HOUR ONLY. (THERE IS A \$50 ASSESSMENT FOR TRANSFERS THAT TAKE MORE THAN ONE HOUR.)
- NO ELEVATOR KEY WILL BE ISSUED FOR TRANSFERS.

THIS PERMIT MUST BE PRESENTED AT THE MAIN GATE SO AS TO ALLOW ENTRY TO THE VEHICLE BEING USED FOR THE TRANSFER. IN ADDITION, IT MUST BE KEPT WITH THE VEHICLE DURING THE TRANSFER PROCESS. PATROL SERVICES STRICTLY ENFORCES PROPERTY TRANSFER PROCEDURES. VIOLATION OF THIS AGREEMENT SHALL BE CAUSE FOR IMMEDIATE CANCELLATION OF THE TRANSFER PROCESS.

TYPE OF VEHICLE USED: _____

LIST OF ITEMS BEING TRANSFERRED: _____

RESIDENT _____

APPROVED _____ DATE _____

COPIES TO: _____/SECURITY
_____/RESIDENT