

WATERGATE AT LANDMARK (WAL) MOVE AGREEMENT

Date _____ Inquiry by: Phone _____ In-Person _____ Email _____

Current Owner _____ New Owner _____ Current Renter _____ New Renter _____

Name _____ B/U _____
(Please Print)

Phone _____ Cell _____ Email _____

Staff Member Responding to Inquiry & Action Taken: _____

Move-in Date: _____ Placed on Move Calendar _____
(Date and Staff member name)

Orientation date scheduled by Move Coordinator: _____
(Date & Time)

Move-out Date: _____ Placed on Move Calendar _____
(Date and Staff member name)

FOR OFFICIAL OFFICE USE ONLY

Record of Move Fee and Deposit Payments

\$ _____ Cash, Check or Credit Card _____
Move-In Amt Paid (Circle One) Date Check # Receipt # Staff Name

\$ _____ Cash, Check or Credit Card _____
Move-Out Amt Paid (Circle One) Date Receipt # Staff Name

(MOVE OUT – DEPOSIT MUST BE CASH OR CREDIT CARD ONLY)

\$ _____ Cash, Check or Credit Card _____
Security/Damage Dep. Amt Paid (Circle One) Date Check # Receipt # Staff Name

(MOVE OUT – DEPOSIT MUST BE CASH OR CREDIT CARD ONLY)

\$ _____ Cash, Check or Credit Card _____
Elev. Key Dep. Amt Paid (Circle One) Date Receipt # Staff Name

(MOVE OUT – DEPOSIT MUST BE CASH OR CREDIT CARD ONLY)

Deposit Status

\$ _____ Cash, Check, Credit Card _____
Amt Refunded (Circle One) Date Resident Signature Staff Signature

VACD's Deactivated _____
Date Staff Member

WAL ID Cards Returned _____
Names

WAL Amenity Cards Returned _____

Fobs Deactivated _____
Date Staff Member

WAL ID Cards Returned _____
#

Forwarding Address: _____

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SCHEDULE OF MOVE OR TRANSFER FEES, DEPOSITS AND MISCELLANEOUS ITEMS

*MOVE-IN FEES (Can be paid with check, credit card or cash.)		
	Unfurnished	Furnished
Buildings 1-4	\$200.00	\$ 140.00
Building 5	\$140.00	\$ 140.00
Lessee buys same unit	\$75.00	\$ 75.00
Returning Owner	\$140.00	\$ 140.00
Plus required Security/Damage & Key Deposits		
TRANSFER FEES (Can be with check, credit card or cash)		
From one unit to another on the property	\$140.00*	\$ 100.00* Plus 75.00 required bedbug inspection
Same building/same floor	\$100.00*	\$ 75.00* Plus 75.00 required bedbug inspection
Plus required Security/Damage & Key Deposits		
*MOVE-OUT FEES (Must be paid in cash or credit card)		
	\$275.00	Plus required Security/Damage and Key Deposits.
DEPOSITS		
Security/Damage Deposit	\$300.00	Deposit required for both move-ins & outs
Elevator Key Deposit - Refundable	\$ 50.00	If key is returned by 6 p.m.
Elevator Key Deposit - Late Fee	\$100.00	If key is returned by 7:30 p.m.
Elevator Key Deposit - Late Fee	\$150.00	If the key is returned the following day
Elevator Key Replacement	\$350.00	Lost or damaged (Requires Schindler Service Visit)
MISCELLANEOUS ADMINISTRATIVE MOVE-IN CHARGES		
Renter Account Set-up Fee	\$ 50.00	Any additional occupants added later are charged
Vehicle Access Control Devices (VACD)	\$ 25.00 ea	Devices to electronically operate the entrance gates
Fob – Building & Community Center access	\$ 10.00 ea	Initial fee charged for registered unit residents.
Fob – Additional for non-registered guests	\$ 25.00 ea	And replacement charge for registered unit residents
Pet Fee	\$ 25.00 ea	Assessed annually

***Disclaimer:** Fees are subject to change per FY Budgets approved by the Board.

GENERAL MOVE INFORMATION

1. Moves are permitted Monday through Friday. No moves are permitted on Federal holidays and weekends. Moves can't begin prior to 9:30 am (which is the earliest that moving trucks are permitted on the property) and moves are to be completed by 6:00 pm. If a resident can't complete their move by 6:00 pm, they must contact the Resident Services Office at least one hour prior to 6:00 pm to schedule the next available moving day to complete their move. Failure to complete your move on-time will result in the forfeiture of your freight elevator security deposit. (Resident initials _____) (Staff initials _____).
2. All moves (in or out) must be authorized and scheduled through the Resident Services Office. All required security deposits and move fees (see fee schedule above) should be paid one business day prior to your move, if possible. (Resident initials _____) (Staff initials _____).
3. **New Owners or Renters (Residents):** In order to secure a move-in date, new resident must schedule an orientation session with the Move Coordinator. They must provide a copy of their settlement statement (HUD-1) or a signed lease agreement and addendum and pay the appropriate security deposits and move fees (see chart below). No move-ins can be scheduled otherwise. (Resident initials _____) (Staff initials _____).

(OVER)

4. Normally, only one move is scheduled per day per building. However, a second move may be permitted, if extenuating circumstances arise and if prior approval has been granted by Management. All residents moving will be provided as much advance notice as possible, if this should occur. **NOTE: If there are other moves, property transfers, or deliveries requiring freight elevator use. Scheduling a move DOES NOT give a resident exclusive use of the elevator and adequate time must be allotted for shared use.** (Resident initials _____) (Staff initials _____).

5. On the day of your move, when your moving truck has arrived on property contact the Resident Services Office to arrange for your pre-move inspection to be conducted. A Resident Services Representative (RSR), along with you will conduct an inspection of the loading dock area, the elevator areas, common element hallway being utilized for your move and your unit door prior to the commencement of your move. At this time, you will receive the freight elevator key. **Please remember to hold the elevator with the key only when loading or unloading items from the freight elevator. Releasing the elevator when not being used to move items, allows other residents use of the elevator to transport pets, groceries and possible deliveries.** When your move is complete a post-move inspection will be conducted of the same areas. If no damage is noted, you complete your move on time, and return the elevator keys your security deposit will be returned to you by the RSR on duty. (Resident initials _____) (Staff initials _____).

6. **Contingency Plan-** All residents moving should be prepared with a contingency plan in the event one of the following occurs during their move:
 - The moving truck breaks down or your movers are late and can't give an exact time of arrival. Therefore, potentially not allowing you to finish your move by the 6 p.m. completion deadline.
 - There are two moves scheduled for the same day and both parties are working together to complete the moves.
 - A delivery or property transfer is scheduled and you must allow access to the freight elevator.
 - There are circumstances beyond anyone's control. Ex: the freight elevator breaks or there is a power outage. (Resident initials _____) (Staff initials _____).

7. Any resident (renter or owner) **moving out**, failing to return Watergate ID cards, amenity passes or vehicle decals will be assessed a fee for each item not returned (see below). **Any uncollected fees from a renter for non-returned items or non-payment of move-out fees will be assessed against the unit owner's assessment account.** (Resident initials _____) (Staff initials _____).

NON-RETURNED ITEMS

Watergate ID card	\$25.00 per card
Amenity Passes	\$5.00 per pass
Car and Motorcycle Decals	\$25.00 per decal

I have read, initialed, signed and received a copy of the above rules regarding moves at WAL.

Resident Name _____ B/U _____
(Please Print)

Resident Signature _____ DATE _____

Phone _____ Cell _____ Email _____