

# 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)

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

## FOR OFFICIAL OFFICE USE ONLY

<b>Record of Move Fee and Deposit Payments</b>
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\$ \_\_\_\_\_ 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)**

<b>Deposit Status</b>
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\$ \_\_\_\_\_ Cash, Check, Credit Card \_\_\_\_\_  
Amt Refunded (Circle One) Date Resident Signature Staff Signature

WAL Decal's Return \_\_\_\_\_  
# # # # Date Staff Member

WAL Amenity Cards Returned \_\_\_\_\_

Fobs Deactivated \_\_\_\_\_  
# # # # Date Staff Member

WAL ID Cards Returned \_\_\_\_\_  
# # # #

# WATERGATE AT LANDMARK (WAL) MOVE AGREEMENT

## SCHEDULE OF MOVE OR TRANSFER FEES, DEPOSITS AND MISCELLANEOUS ITEMS

* <b>MOVE-IN FEES</b> (Can be paid with check, credit card or cash.)		
	<b>Unfurnished</b>	<b>Furnished</b>
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
<b>Plus</b> required Security/Damage & Key Deposits		
<b>TRANSFER FEES</b> (Can be with check, credit card or cash)		
From one unit to another on the property	\$140.00*	\$ 100.00* <b>Plus 75.00 required bedbug inspection</b>
Same building/same floor	\$100.00*	\$ 75.00* <b>Plus 75.00 required bedbug inspection</b>
<b>Plus</b> required Security/Damage & Key Deposits		
<b>*MOVE-OUT FEES</b> ( <b>Must be</b> paid in cash or credit card)		
	\$275.00	<b>Plus</b> required Security/Damage and Key Deposits.
<b>DEPOSITS</b>		
Security/Damage Deposit	\$300.00	<b>Deposit required for both move-ins &amp; outs</b>
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)
<b>MISCELLANEOUS ADMINISTRATIVE MOVE-IN CHARGES</b>		
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

- 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 \_\_\_\_\_).
- 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 \_\_\_\_\_).
- 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 \_\_\_\_\_