

SCHEDULING YOUR MOVE

Required forms are available at www.ptcatacoma.org or from the association Manager.

The following **Scheduling requirements** and **Moving Day Rules** are established by PTCA to protect the Common Elements from damage and to ensure building security is maintained during the move. The Association protects the Common Elements and ensures building security by charging Move In and Move Out fees and by hiring an independent contractor to act as the PTCA Move Monitor to supervise the details of the move in/move out. Move In and Move Out fees are non-refundable. Fines may be charged to the Unit owner for failure to schedule a Move In or Move Out or for failure to comply with the Moving Day Rules. A Move In/Out form is required whenever an individual moves in/out regardless of any quantity of furniture moved in/out.

Established residents who have large furniture, mattresses and appliances delivered or removed from the building are not charged a moving fee. A separate form is required for established residents to have furniture/appliance/contractor materials deliveries. Damages and/or fines may be charged to the Unit owner for the established resident's failure to schedule or failure to comply with the applicable rules.

These requirements apply to Unit owners, lessees and special occupants moving into or out of Pacific Tower:

- **Moves In or Out of Pacific Tower must be scheduled. The Unit owner (not the lessee/special occupant) must contact the association Manager to initiate the moving process.**
 - New Unit owners: after closing the sale of Unit, the first step to moving into Pacific Tower is to complete, sign and submit the PTCA Move Request, Moving Rules, Resident Information and any other required documents to the association Manager.
 - Leased Units: The Unit owner must meet all the requirements specified in Section 9 Leases and Special Occupants. In addition, the Unit owner must complete, sign and submit the PTCA Move Request, Moving Rules, Resident Information and any other required documents to the association Manager.
- The association Manager will inform the designated BOD member when all requirements are met and the move is ready to be scheduled.
- The designated BOD member is the PTCA Move Coordinator who will work with the Owner (lessee/special occupant) to schedule the move date. Every effort will be made to accommodate the Owner's requested move date. However, scheduling is **first come-first served**. The PTCA Move Coordinator will determine if the requested move dates can be accommodated. The Move Coordinator will assign a Move Monitor for moving date oversight, Pre- and Post-inspections. Moves must be scheduled at least five (5) business days in advance. Residents are expected to complete their Move In or Move Out within two days. If additional time for deliveries on subsequent days is required, the dates and times must be scheduled with the move Monitor who will make every effort to accommodate.
- **The Unit owner is requested to designate in writing either himself or a qualified representative as the contact point for the Move In/Move Out.** If the Unit owner of a leased or specially occupied Unit is not available to supervise a tenant's Move, the Unit owner must designate a qualified representative, not the tenant, to act in his place. Responsibilities of the Unit owner (or representative) include, at a minimum, being on site at Pacific Tower during the Pre- and Post-move inspections.

Instructions: The Unit owner must sign and deliver the Request to Schedule a Move In/Move Out, the Pacific Tower Resident Information and the Resident Move Rules to: The PTCA Manager, The Management Trust, 6704 Tacoma Mall Blvd, Suite 111, Tacoma, WA 98409
PH: (253) 472-0825 email: PacificTower@managementtrust.com

Request to Schedule a Resident Move In or Move Out

Unit # _____ Unit owner: _____ Phone _____

Indicate with an "X" on the line that describes the resident move type being scheduled:

- _____ **Request to schedule a move-in.** I acknowledge a non-refundable move in fee will be charged to my account. If any damage to the Common Elements occurs during the move, I acknowledge that repair, replacement or cleaning costs will be charged to my account. Requested move-in date _____
_____ **Request to schedule a move-out.** I acknowledge a non-refundable move out fee will be charged to my account. If any damage to the Common Elements occurs during the move, I acknowledge that repair, replacement or cleaning costs will be charged to my account. Requested Move-out date _____
- I will be available for Pre- and Post-Move inspections at Pacific Tower for this move. YES ___ NO ___
- I cannot be present for my tenant's/special occupant's move and designate the following as my representative to supervise the move and take responsibility in my absence:
(Print) _____
- I acknowledge a non-refundable pet fee per cat and per dog charged to the Unit owner's account.
- I verify that, as the Unit owner, I have reviewed the PTCA Rules and Regulations.
For leased Units: I have provided a copy of the PTCA Rules and Regulations packet to my new tenant.

Tenant(s) Name (print): _____

Tenant(s) phone number: _____

- I verify that I have completed the Resident Information form and provided it to the association Manager.
- I acknowledge that the P1 East garage door may not be left open and unattended during loading/unloading.
- I have the following keys and access cards/fobs in my possession as the Unit occupant **OR** I have provided the following keys and access cards/fobs to my tenant.

Key card(s)/fob number: _____

Garage fob number: _____ High Security Key number: _____

- I acknowledge a fine will be imposed on my account (no warning) if the Pre-Move Requirements are not met prior to move in or move out. I acknowledge a no warning fine will be imposed if security requirements are breached during the move. I acknowledge that failure to comply with any other Resident Move Rules will result in a fine for each infraction.
- Unit owner (signature): _____ Date: _____

Pacific Tower Resident Information

Unit Number: _____

UNIT OWNER INFORMATION (or Forwarding Address after Move Out)

Name: _____
Mailing Address: _____
City, State, Zip: _____
Work Phone: _____
Home Phone: _____
Cell Phone: _____
Email Address: _____

LOCAL EMERGENCY CONTACT WITH UNIT ACCESS

Contact Name: _____
Mailing Address: _____
City, State and Zip: _____
Business Phone: _____
Fax Number: _____
Cell Phone: _____
Email Address: _____

TENANT/ SPECIAL OCCUPANT INFORMATION

Name: _____
Mailing Address: _____
City, State, Zip: _____
Work Phone: _____
Home Phone: _____
Cell Phone: _____
Email Address: _____

Has a signed copy of the lease been provided to the association Manager? YES___ NO___
Copy of the CC&Rs and PTCA Regulations, Policies and Information been provided to the new Unit owner/tenant? YES_ NO___
Copies of the Pre-Move Requirements and Moving Day Rules completed and signed? YES___ NO___
Was a background check performed on the prospective tenant? YES___ NO___
How many people will reside in the Unit? _____
**How many vehicles do they own? _____
Will a dog or cat reside in the Unit? (If YES, attach completed Pet Registration form, see Section 13 Pets) YES___ NO___
Only dogs, cats, or birds allowed; maximum of 2 pets; total weight of both NTE 40 lbs; non-refundable pet fee per cat or dog.

Signature: _____ Date: _____

****Submit a vehicle registration form for each vehicle up to maximum # of assigned (owned) spaces plus 1.**

Resident Move Rules

Resident Move Rules apply to Unit owners, lessees and special occupants moving into or out of the building or moving to another Unit within the building.

1. **Advance scheduling of resident move in/move out is mandatory.** The Unit owner/Landlord must contact the association Manager and submit the following completed and signed forms to the association Manager at least five (5) business days in advance of the requested move date.
 - a. **Request to Schedule a Move form**
 - b. **Resident Move Rules form**
 - c. **Resident Information form**
2. **If the unit is leased, the unit owner must complete** all requirements of *Section 9 Leases and Special Occupants* before requesting a move in/move out date.
3. Once the association Manager determines that all required documentation has been satisfactorily submitted, the manager will notify the designated BOD member that the resident move is ready for scheduling. The designated BOD member will determine if the requested move dates can be accommodated. Every effort will be made to accommodate the owner's requested move dates. However, scheduling is first come, first served.
4. The designated BOD member will confirm the move date and will assign a PTCA Move Monitor who will conduct a pre- and post-move walk through with the Unit owner and will ensure compliance with safety, security, and other PTCA requirements on the scheduled move day. If additional time is required, arrangements must be made with the designated BOD member.
5. Residents moving in are charged a move-in fee set by Board. Residents moving out are charged a move out fee set by Board. If a resident moves from one Unit to another Unit within the building, the unit owners are charged the respective move in and move out fees.
6. The Unit owner is expected to be the supervisory person for his/her own move in/move out as well as for the moves of his tenant/special occupant. If the owner is unable to act in that capacity, the owner must designate in writing a qualified representative who will assume the supervisory role. The designated representative **cannot** be the Unit owner's tenant or special occupant. Responsibilities of the Unit owner (or representative) include, at a minimum, being on site at Pacific Tower during the Pre- and Post-move inspections and monitoring security of the P1 East vehicle gate and P1 center elevator lobby.
7. All moving must enter and exit the building using **only** the P1 East vehicle gate between the hours of 9 AM – 9PM. Use of the P2 garage, the main entrance lobby or other pedestrian doors for moving is not allowed. The lobby entrance and the P2 garage may be used **only** for small household items that fit inside a red grocery cart.
8. Park the moving truck, U-Haul or other vehicle in the yellow curb Loading Zone at the back of the building, outside the P1 East vehicle gate. Parking moving trucks or trailers inside P1 is not allowed. For safety reasons all vehicle, pedestrian and pet traffic through the P1 East vehicle gate will be blocked during loading/unloading.

9. **The Unit owner or his previously designated representative must supervise the P1 East vehicle gate at all times when it is open.** The Unit owner/resident must ensure their contractors, vendors, lessees and guests comply with all building security requirements.
10. In consideration of other building residents, the padded freight elevator is the only elevator to be used for moving.
11. Carry all furniture items or use dollies. Do not drag furniture or mattresses along the carpet. Do not prop anything against hallway walls or doors.
12. Moving in – Each unit has a small designated storage space in a Refuse/Storage Room.
 - a. Moving out - Don't forget to remove your belongings from the Refuse/Storage Room.
13. Flatten cardboard boxes and recycle in P1 Garage Cardboard Recycle Bin.
14. Remove all other debris from PTCA property at the end of each day.
15. Immediately upon finishing the move, contact the PTCA Move Monitor to complete the post-move walk through, restore freight elevator service and rearm the electronic security.
16. Contact the designated BOD member listed on the Pacific Tower Contacts roster available on www.ptcatacoma.org and on the bulletin board near the mailboxes for answers to your questions.

ENFORCEMENT

- ❖ Failure to properly schedule the move in/out in advance will result in an immediate (no warning) fine for a resident move. Failure to schedule a move is considered a deliberate evasion of clearly defined Section 10 Resident Move and Delivery/Removal/Contractor Rules and may result in repercussions in addition to the automatic fine as determined by the Board of Directors.
- ❖ Compromise of building security at any time during the move will result in an immediate fine.
- ❖ Failure to comply with any other Resident Move rules will result in an immediate fine.
- ❖ Actual costs for paint touch up, cleaning or repairs caused by damage from any type of move will be assessed to the responsible Unit owner's account. Such costs are in addition to the move in fee or move out fee and any fines.