

Furniture or Appliance Delivery/Removal Rules for Established Residents

1. **These rules apply to established residents who have furniture, mattresses or appliances delivered or removed from the building.** You must schedule a date to move any of your furniture or appliances in or out. Please contact the designated BOD member at least 48 hours before your desired date to schedule your Pre- and Post-Move inspections, coordinate preparation of the freight elevator and the building security system. No moving fee is charged for established residents. **Lessees and special occupants:** you must ensure your landlord is informed of your furniture moving plans since any damages will be assessed to the Unit owner's account. A new resident/roommate moving into a leased Unit is required to sign a new lease before moving in.
2. For security and safety reasons:
 - Park the delivery/removal vehicle at the yellow curb Loading Zone at the back of the building, near the P1 East-garage door.
 - Use only the padded freight elevator and the P1 East garage door for delivery/removal.
 - The lobby entrance is not to be used for loading or unloading furniture, carpet, appliances or other items larger than a red grocery cart.
 - Schedule delivery/removal between the hours of 9 AM to 9 PM.
3. **Do not leave the P1 East garage door open unless someone in your moving party stays at the door. Someone must monitor the door at all times while the door is open.**
4. Carry all furniture items or use dollies. Do not drag furniture or mattresses along the carpet. Do not prop items against hallway walls or lobby doors.
5. _____ **Tenant Initials** Take care not to damage walls, doors, or carpet as you move. The Unit owner will be held financially responsible for damage to Pacific Tower property including repairs, paint touch-up, cleaning or other costs.
6. Flatten cardboard boxes and recycle in P1 Garage large white cardboard recycle bin.
7. Remove all other debris from PTCA property at the end of each day.
8. As soon as you finish, contact Kay to restore normal elevator service.
9. _____ **Tenant Initials** I have informed my landlord of this furniture move.
10. I have received, read, understand and will comply with these moving rules.

Enforcement: Failure to schedule the furniture or appliance delivery/removal, breach of building security or failure to comply with any of the rules above will result in a fine assessed to the Unit owner's account, \$100 for each infraction (no warning). Actual costs for damages (#5 above) will be charged to the Unit owner.

Resident (print): _____ Unit No. _____

Signature: _____ Date: _____

Contact Phone Number: _____ Moving Date: _____

Thank you for your cooperation.

October 1, 2015