

**MARKET STREET LOFTS CONDOMINIUM ASSOCIATION  
MOVE IN / MOVE OUT PROCEDURES**

The following are the Move In/Move Out procedures at Market Street Lofts Condominiums. **These regulations will be enforced without exception.** Your Move In/Move Out Date will be confirmed upon receipt by Beach Resource Management of the Moving Fee, the Damage Deposit and the completed Moving Form. **Please note that a \$500 fee will be charged if these procedures are not followed.**

1. All moves are subject to a **non-refundable \$100 Moving Fee**. This fee will be **waived** for all residents during the Initial Building Occupancy Move-In Period. The Moving Fee will apply to all future moves. Additionally, all moves, **including moves during the Initial Building Occupancy Move-In Period**, must deposit a \$500 refundable Damage Deposit. **For ALL move-outs, the \$100 non-refundable Moving Fee and the \$500 refundable Damage Deposit MUST be made by certified funds.**
2. The Moving Fee, the Damage Deposit, and the Moving Form must be submitted to Beach Resource Management at least **one (1) week** prior to your move date. **If you move without scheduling a time, without submitting the proper paperwork and/or without paying the requisite fees and deposits, the unit will be charged a non-refundable \$300 fee.**
3. The Damage Deposit will be refunded in full within two (2) weeks after your move if an inspection following your move reveals that no repairs or clean up of the common areas is required and the Move In/Move Out Procedures have been followed. Deductions from the Damage Deposit will be made for (1) damage to common areas (actual cost of repairs), (2) clean up of debris (per hour cost of maintenance personnel) and/or (3) moves that occur or extend beyond the permitted hours (\$50 per hour or for any fraction thereof).
4. **All moves MUST be scheduled through Beach Resource Management.** All moving dates are available on a **“first reserved”** basis. Each move will be booked for one (1) three-hour (3-hour) time frame only. Please call Hope Wallace at (970) 273-3100 to schedule a move. **No exceptions.**
5. **During the Initial Building Occupancy Move-In Period only**, moving times shall be:

|                 |   |
|-----------------|---|
| Monday - Friday | 3:00 PM to 6:00 PM; 6:00 PM to 9:00 PM; and 9:00 PM to 12:00 midnight |
| Saturday        | 1:00 PM to 4:00 PM; 4:00 PM to 7:00 PM; and 7:00 PM to 10:00 PM       |
| Sunday          | 9:00 AM to 12:00 PM, 12:00 PM to 3:00 PM, and 3:00 PM to 6:00 PM.     |

Holiday moves shall not be permitted.
6. The Unit Owner and/or tenant must call Beach Resource Management **one (1) week before their scheduled move date** to confirm their move date and to obtain directions for parking the moving truck and obtaining elevator access. In addition, your moving company must provide Beach Resource Management with evidence of insurance listing Market Street Lofts Condominium Association and Beach Resource Management as additional insureds before a move will be permitted. Please fax the Certificate of Insurance to Beach Resource Management at 970-797-1851.
7. All moving personnel must enter and exit through the designated entrances only. Please note that cars and trucks are not permitted to idle their engine when parked by the building. All engines must be turned off while at the building. **For security reasons, the designated loading doors shall not be left open without a person attending the area during the move.**
8. All personal possessions must be taken directly from the moving truck to the elevator or visa versa. No items may be left unattended outside the elevator in the Residential Corridors or in the upper floor hall areas in accordance with applicable fire regulations. **Please make sure that heavy items and furniture are not dragged on carpeting in the hallways and other common areas causing damage.**
9. Boxes, packing crates, debris, large items and other moving materials must be placed in the large trash dumpsters located in the Residential Trash Room. All boxes must be broken down before placing them in the dumpsters. The Unit Owner and/or tenant is responsible for clean up of the Residential Elevator Vestibule and the Residential Trash Room. Prior arrangements must also be made with a rubbish removal company by the Unit Owner and/or tenant for the removal of large items, if applicable.
10. The Unit Owner and/or tenant should review these moving procedures with their moving company prior to the moving date to avoid mistakes by moving company personnel, which could result in additional charges to the Unit Owner or tenant. Any such charges shall not be the responsibility of the Association.
11. Please remember that you are moving into a building with your future neighbors, so share the elevator with other residents as necessary during your move.
12. All pets must be registered with Beach Resource Management. Please contact Beach Resource Management to obtain the Pet Permit Application and Registration Form.

**MARKET STREET LOFTS CONDOMINIUM ASSOCIATION**

**MOVING FORM**

Pease retain page 1 of the Move-In / Move-Out Procedures for your reference. Once your move is scheduled, return this form and your check for the Moving Fee and Damage Deposit, made payable to Market Street Lofts Condo Association, to: **Beach Resource Management, LLC, 711 E Valley Rd #103, Basalt, CO 81621, 970-273-3100 Attn: Hope Wallace.**

Date \_\_\_\_\_

Unit Number \_\_\_\_\_

Parking space(s) \_\_\_\_\_

Storage space \_\_\_\_\_

Number of Vehicles \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate# & State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate# & State \_\_\_\_\_

Owner Name(s) \_\_\_\_\_ Tenant Name(s) \_\_\_\_\_

Owner Name(s) \_\_\_\_\_ Tenant Name(s) \_\_\_\_\_

Owner Home Number \_\_\_\_\_ Tenant Home Number \_\_\_\_\_

Owner Work Number \_\_\_\_\_ Tenant Work Number \_\_\_\_\_

Owner Mobile Number \_\_\_\_\_ Tenant Mobile Number \_\_\_\_\_

Owner / Tenant email address \_\_\_\_\_

Current Address: \_\_\_\_\_

Pets: Number of Dog(s) \_\_\_\_\_ Cat(s) \_\_\_\_\_ Pet(s)' Name(s) \_\_\_\_\_

Please check: This move is a Move-In \_\_\_\_\_ Move-Out \_\_\_\_\_

Date Scheduled for Move \_\_\_\_\_

Time of Move: From: \_\_\_\_\_ to \_\_\_\_\_ AM / PM

**Signature of Owner or Tenant:** \_\_\_\_\_

**If moving out, please provide your forwarding address to receive your Damage Deposit refund:**

\_\_\_\_\_  
\_\_\_\_\_