

Palmer & Phelan Condominium Association

Move Policy & Request for Moving Permit

Due to the historic character of the Palmer & Phelan buildings, the Board has adopted policy to preserve & protect the interiors and exteriors during all moving activity. The Request for Moving Permit outlines the policy – including, but not limited to, requirement for approved Move Date and notice of restricted activity (i.e., use of elevator, hand trucks, dollies, etc.). The Association's Fee Schedule provides the applicable fees for violation of the Move Policy. The unit's Owner will be responsible for any damage and/or fee assessment.

Name:	Building & Unit #:
Email:	Cell Phone:
Physical Mailing Address:	

Type of Permit applied for (circle one): **Current Owner** **New Owner** **Tenant**

For Tenant Applications, please attach the accompanied by the Lease Agreement

DATE OF LEASE AGREEMENT: _____

MANAGEMENT COMPANY (if applicable): _____

Requested Move Date: please provide up to three (3) dates. **All dates must be at least 14 days from date this application is submitted to property management.**

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Attendance for Check-In Inspection: (circle one): **Accept** **Decline**

Attendance for Check-Out Inspection: (circle one): **Accept** **Decline**

Best availability for Check-In/Check-Out (if applicable): _____

Please read & initial each of the following statements:

ADMINISTRATIVE & FEES

- _____ I acknowledge the community's moving hours: 8:00AM – 6:00PM, Monday through Sunday
- _____ I have received a copy of Palmer Phelan Association's Rules & Regulations and associated Fee Schedule. I am aware of the applicable move fees and potential for fee assessment for failure to comply with any provision in the Move Policy. I will pay the move fee no less than 7 days prior to the approved Move Date.
- _____ I understand that Fine(s) will be assessed for violation of any provision of the Move Policy and moving activity may be recorded on audio/video devices. Fine(s) will be assessed at the Board's discretion.
- _____ I acknowledge that the Association will perform a Check-In/Check-Out Inspection of the common areas and any limited common areas (if applicable) before and after moving activity. The deposit will be refunded based upon building's condition upon Check-Out and comparison to Check-In Inspection. Damage will be assessed at the Board's discretion.
- _____ I acknowledge that the Association has incurred costs to prepare for my specific Move Date(s). If moving activity will extend past 8:00PM on the approved date(s), Owner must notify property management prior to 8:00PM on the approved move date in order to obtain an approved extension. Any move activity performed on days or hours outside the approved move date(s) will be subject to applicable fee(s).
- _____ I have considered the impact of moving activity to other members of the Palmer Phelan community. I have/will instruct movers under my authority to keep unnecessary and disruptive noise to a minimum.
- _____ I agree to break down any boxes before disposal into trash receptacles.
- _____ (applicable only to Moving Permits affiliated with Leasing Permits) If I am an Owner leasing my unit, I agree to obtain an approved Moving Permit on behalf of my Tenant. I agree to share the approved Moving Permit with the Approved Tenant. The Approved Tenant must be able to provide proof of approved Moving Permit upon request during moving activity.

PALMER HOUSE ELEVATOR

- _____ I acknowledge the elevator is strictly prohibited for use during Move Activity. All moves in & out of Palmer Phelan buildings are limited to stairs only.
- _____ I acknowledge that the elevator will over-heat and shut off based on frequent use – even if the load is under the weight limit. This includes but is not limited to use of the elevator *without* furniture. I acknowledge responsibility for any required Elevator Service fine(s) if any person under Owner/Tenant direction causes the elevator to over-heat. The elevator is strictly prohibited for use during Move Activity.
- _____ I have communicated the elevator provisions in this move policy to any person providing moving assistance *in advance* of their arrival on-site.
- _____ I acknowledge that any other contractors are specifically excluded elevator usage. Violations are subject to fee(s).

INTERIOR & EXTERIOR

- _____ I acknowledge the use of hand trucks and/or dollies is strictly prohibited on any surface of the Palmer Phelan building's interior AND exterior. This includes but is not limited to appliance hand trucks, furniture dollies, and any other type of dolly. To clarify, no wheels are allowed on any surface in the Common Areas – this includes any area starting from flower pots at sidewalk, first floor lobby, landings on each floor and any other area outside of your Unit.
- _____ I have communicated the “NO WHEELS” policy (i.e., hand trucks, dollies, etc.) in this Move Policy to any person providing moving assistance *in advance* of their arrival on-site. I understand I am responsible for all actions & activity of my guests while on Association property and fine(s) will be assessed for any such non-compliance.
- _____ I acknowledge that any moving activity on any Common Area or building property may be recorded on audio/video devices. Fine(s) will be assessed at the Board's discretion.
- _____ I acknowledge that any damage or repairs related to marble, limestone, terra cotta and any other surface including carpet will be assessed to Owner upon the Board's discretion.

Applications are only considered fully completed when accompanied by payment: Amount of Payment: \$ _____

Payment Method (complete applicable section):

- **Paid at closing. Closing Date:** _____
- **Paid directly to Property Management. Check Number:** _____

At least one Owner (or one Approved Tenant) must remain on-site during all moving activity. Please list the name(s) of all Owners and/or Approved Tenants on-site during Move Date:

Name: _____ Contact #: _____

Name: _____ Contact #: _____

Name: _____ Contact #: _____

By signing this Request, the Owner confirms he/she has read all terms of the Move Policy, Policy & Procedure related to moving activity and the Rules & Regulations and associated Fee Schedule.

Signature _____ Date _____

Submit fully completed form to Property Management:
Montage Realty Group
e-mail: csn@montagerg.com
Phone: 470-545-4781
1005 Alderman Drive, Suite 201 Alpharetta, GA 30005