

Executive House Condominium Move In / Out Request Form

Name _____ Unit # _____
Phone # _____ Email Address _____
Application Date _____
Move In / Out Date _____ Move In / Out Hours ____am to ____pm
Moving Company Name _____
Forwarding Address (for move out only) _____

Please leave this completed form and your move in / out fee checks at the front desk at least **10 days prior to your move in / out.**

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- Moves are only permitted Monday through Thursday, 9am to 3:50pm and Fridays from 9am to 1pm only. Moves are NOT allowed on weekends or building holidays – NO exceptions.
 - Movers must be out of the building by 3:50pm or by 12:50pm on Fridays – NO exceptions. Any infraction of the rules will be subject to a fine.
 - A non-refundable moving fee of \$250.00 is required for every move.
 - A refundable security deposit of \$500.00 is required for every move. This fee will be returned within two weeks after your move provided there was no damage to the common areas, hallway and or front entry door to your unit and elevators.
 - Please write two separate checks made payable to Executive House Condominium Association for the above fees.
 - Only elevator #1 can be used during a move.
 - Please keep the hallways clean and allow room for others to enter and exit their units. Please vacuum the hallway if debris has been dropped during your move.
 - PLEASE MEASURE THE ELEVATOR AND ELEVATOR DOOR OPENING TO ENSURE YOUR FURNITURE WILL FIT PRIOR TO SCHEDULING YOUR MOVE IN/OUT.

A certificate of insurance (COI) from your moving company must be included with this form. Please ask the front desk or property manager for a sample copy so that the COI is filled out properly or it may be rejected.

Do not leave this form at the front desk until all requirements are met or your date will not be approved or confirmed.

RCP Management Approval Signature _____ Date _____

Property Manager: Sandra Quaglietta
Email: squaglietta@rcpmanagement.com

Fax: (201) 488-6759
Phone: (609) 683-7980 Ext. 164