

## MOVE-IN / MOVE-OUT FORM

TWO checks required:

1. \$200.00 is non-refundable fee which includes the placement and removal of protective hall runners, common area wear & tear and administrative costs.
2. \$300.00 is a refundable damage deposit. This check will be returned less any damage caused by the move.

Owner Name:	Tenant Name:
Address:	Unit:
Phone:	Phone:
Move Date:	

**BRISTOL COURT VEHICLE STICKER(S) MUST BE RETURNED TO THE ASSOCIATION OFFICE AT TIME OF MOVING OUT OR BE SUBJECT A \$25 PER STICKER CHARGE.**

Forwarding Address: \_\_\_\_\_

I have read and understand the moving instructions, deliveries & elevator usage provisions

Signature: \_\_\_\_\_

\*\*\*\*\* Office use only \*\*\*\*\*

Deposit paid \_\_\_\_\_

Deposit returned \_\_\_\_\_

Damage? Yes / No

Vehicle Sticker(s) Returned? Yes / No

List Damage: \_\_\_\_\_

# BRISTOL COURT

## CONDOMINIUM ASSOCIATION

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2300 Windsor Mall • Park Ridge, IL 60068 • Phone 847-698-3313 • Fax 847-655-6030

E-mail: office@bristolcourt.org • Website: BristolCourt.org

### MOVING INSTRUCTIONS/DELIVERIES AND ELEVATOR USAGE

1. All movers **must** use the back door of the building. The back door shall **not** be left open and unattended. If the temperature is above 80 degrees F, or less than 60 degrees F, the door must be kept closed to maintain the building temperature.
2. Elevators may be used for moving, provided they are not monopolized throughout the procedure. Other Unit Residents shall not be unnecessarily inconvenienced. All appliances & oversized items are prohibited from the elevator. They are to be taken up the stairs. It is the owner's responsibility to monitor the movers.
3. All large boxes to be discarded must be "broken down", neatly tied and placed outside at the rear of the building by the Boiler Room door. This is to be done only in the morning on Mondays, Wednesdays or Fridays, before 7:00 AM so they can be disposed of as soon as possible.
4. All moving must be between the hours of 8:30 AM and 6:00 PM, Monday through Saturday inclusive. **NO SUNDAYS, NO HOLIDAYS (THIS INCLUDES CHRISTMAS EVE AND NEW YEAR'S EVE), NO EXCEPTIONS.**

**\*\*NOTE\*\*** If the move continues beyond 6:00PM, a prorated fee for each half hour past that time, based on the rate approved by the Board, will be deducted from your deposit.

5. Vacating and occupying arrangements are to be scheduled with the Association Office a **MINIMUM** of five (5) working days in advance of the proposed date and must be accompanied by two (2) checks. One for \$300.00 and one for \$200.00, made payable to Bristol Court Condominium Association. The \$300.00 will be returned, less any damage caused by the move. The \$200.00 check is a non-refundable fee. Any damages over the \$300.00 will be billed to the Unit Owner. It is the Unit Owner's responsibility to secure reimbursement from his mover's or his tenant's mover's. A "Certificate of Insurance" from your mover(s) must be attached to the Move-In/Move-Out Form.

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### MOVING INSTRUCTIONS/DELIVERIES AND ELEVATOR USAGE RULES AND REGULATIONS (CONTINUED)

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6. A fee in excess of will be assessed for moving without notice to the Association Office, or failure to pay the Security Deposit and Moving Fee. This fee will be assessed to the Unit Owner or Seller.
7. Entrances and Exits - No large deliveries\* are permitted through the front entrances. Large deliveries, move-ins or move-outs, must be made through the rear doors.
8. Delivery of Large Objects – All Unit Owners and Tenants must notify the Association Office of any delivery of large objects to ascertain that pads will be available at the time of delivery, if needed.

The cooperation of all would be appreciated. It is your responsibility to advise your delivery/moving personnel of these Rules and Regulations and to be certain they are followed.

\* Large deliveries – furniture, appliances, hospital beds, hand truck deliveries, etc. Please make arrangements to meet delivery person at the rear doors.

I have read and understand these Moving Instructions, Deliveries and Elevator Usage Provisions.

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Signed

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Date