

**Wentworth Place, A Condominium**

**Unit Owners’ Association**

**Moves check-list**

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| **Move IN** | **Move OUT** |
| Mail to the Management Agent 14 calendar days prior to move date:. Move request form. Non-refundable move-in fee. Security deposit fee. Resident’s information form. Pet registration form. Copy of closing/settlement papers showing proof of ownership, or an executed lease with dates of rental (if renting)  | Mail to the Management Agent 14 calendar days prior to move date:. Move request form. Security deposit fee |
| Upon receipt of authorization, code will be provided to obtain elevator key | Upon receipt of authorization, code will be provided to obtain elevator key |
| After the move, return elevator key to lockbox  | After the move, return elevator key to lockbox  |
| Use only padded elevator for moving | Use only padded elevator for moving |
|  | Transfer of keys for unit/storage bin-gym/mail box |
| Provide telephone # for programming into callboxProvide email address to be added to listserv (form available on website: wentworthplaceva.com) | Telephone #/directory code will be deleted from callboxEmail address will be deleted from listserv  |
|  | Transfer of parking/pool passes |
| Pet registration form - return to Management Agent |  |
| A master key to the unit must be provided to Property Manager for emergency purposes | **Provide forwarding address to Property Manager so that mail /packages can be re-routed if needed.**  |
| **Moves are permitted through the loading dock only and NOT through lobby or stairwells.** The back door MUST NOT be propped open and left unattended | **Moves are permitted through the loading dock only and NOT through lobby or stairwells .** The back door MUST NOT be propped open and left unattended |
| Move hours are Monday-Saturday from 9:00am to 5:00pm. **No moves evenings/at night, Sundays & holidays.**  | Move hours are Monday-Saturday from 9:00am to 5:00pm. **No moves evenings/at night, Sundays & holidays.** |
| Trash, debris must be taken to the trash dumpster | Trash, debris must be taken to the trash dumpster |
| Boxes must be broken down and placed in recycle bin outside of dumpster area | Boxes must be broken down and placed in recycle bin outside of dumpster area |
| **Unwanted furniture, large items, can be deposited by recycle bin for pickup per schedule. Electronics (TVs, appliances, printers, etc.) MUST BE DISPOSED OF outside of the property and not discarded in the loading dock or dumpster area. NO ITEM to be left in loading dock.** | **Unwanted furniture, large items, can be deposited by recycle bin for pickup per schedule. Electronics (TVs, appliances, printers, etc.) MUST BE DISPOSED OF outside of the property and not discarded in the loading dock or dumpster area. NO ITEM to be left in loading dock.**  |

**All damages will be the responsibility of the unit owner.**

**Failure to abide by the move policy will be subject to violation fine(s).**