



THE BELVEDERE MOVE IN/OUT FORM

Today's Date _____

Date of Move _____ UNIT # _____

Condo Owner's Name

Owner's Phone Number

Renters Name

Renter's Phone Number

I understand that all boxes must be broken down and put into recycling cans located at the rear mezzanine service center and moving incidentals be placed in the dumpster in the rear of the building all moving trucks must enter at the rear of the building and ramp down, semi tractor trailers may need to be notified for parking in advance. **Initial** (_____)

MOVE IN / MOVE OUT RULES

- Only service elevators can be used at the rear of the building for all move ins and move outs.
- All boxes must be torn down and put into recycling containers located in the rear mezzanine hallway by both service elevators
- On site building manager must be notified in writing (filing out this form) at least 5 days in advance of any moves so that a notice can be posted for convenience of other residents and staff including elevator service work
- Movers may be scheduled only during business hours, Monday through Friday from 8:00 AM to 6:00 PM and from 9:00 AM to 3:00 PM on Saturdays.

Signatures of Owner / Occupant **Date**

Signatures of Building Manager **Date**
