

ARIA HOA MOVING GUIDELINES



ARIA OFFICE HOURS

Monday – Friday 9:00 AM – 5:30 PM
(619) 231-4235

Morgan Cooper, General Manager – mcooper@actionlife.com
Pat McMorrow, Chief Engineer – pmcmorrow@actionlife.com

On behalf of the entire management staff and Board of Directors, we would like to welcome you to Aria!

Please review and sign the Application Agreement. To schedule your move in/out or delivery please return all signed forms and deposit check to the onsite manager or via email mcooper@actionlife.com as soon as possible. Remember your move cannot be confirmed until all required fees and documents have been submitted.

WELCOME HOME!

MOVE-IN/MOVE-OUT AND DELIVERY PROCEDURES

PRIOR TO YOUR MOVE

To insure proper scheduling and availability of the elevator designated for your move or delivery please contact the Property Manager at your earliest opportunity to reserve a time(s) for your move or delivery. At that time, you should review any-questions that you might have regarding these procedures. You must also submit a Move-In/Move-Out and Delivery Agreement, found in the Forms section of this Project Handbook, also available from management, to the Property Manager before beginning your move.

LIABILITY DEPOSIT AND ADMINISTRATIVE FEE

At the time you schedule your move, you must sign the Move-In/Move-out and Delivery Agreement stating that you understand the deposit and fees; these amounts include a non-refundable fee of \$200.00 to cover administration fees and a damage deposit of \$150.00 to cover any damage, repair, cleaning, losses or other liabilities incurred as a result of your move. Although, the fee is non-refundable, the damage deposit will be returned to you without deduction if your move occurs without incident. By signing the Move- In/Move-Out and Delivery Agreement you also accept total responsibility for (i) any additional fees charged to you for an extension of your reserved move time, if available (as described below), and (ii) the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit, which amounts will be billed directly to you by the Association.

At the time you schedule your delivery, you must sign the Move-In/Move-out and Delivery Agreement stating that you understand ONE check in the amount of \$150.00 made out to the Association must be delivered to the Property Manager at least five (5) working days prior to your scheduled delivery. The damage deposit will cover any damage, repair, cleaning, losses or other liabilities incurred as a result of your move. Although, the fee is non-refundable, the damage deposit will be returned to you without deduction if your delivery occurs without incident. By signing the Move-In/Move-Out and Delivery Agreement you also accept total responsibility for (i) any additional fees charged to you for an extension of your reserved delivery time, if available (as described below), and (ii) the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit, which amounts will be billed directly to you by the Association. Delivers will NOT require the non-refundable administrative fee.

TIMES YOU MAY MOVE OR RECEIVE DELIVERIES

All appointments to schedule a move or large delivery must be made at least seven (7) working days prior to your desired move or delivery date to insure access to the designated elevator will be available. Only one elevator at the Project will be available for moves and deliveries. All moves and large deliveries are scheduled by the Property Manager.

Moves and deliveries will be conducted between 8:00 a.m. and 8:00 p.m., Monday through Saturday, except for the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur and Christmas Day. Sundays are reserved as a time of quiet enjoyment for all residents. No moves or deliveries are allowed on Sunday.

Several moves and deliveries may be scheduled for the same day; therefore, it is critical your move or delivery starts and stops within your reserved time slot. You must arrive on time so you may complete your move or delivery as scheduled. **IF YOU FAIL TO COMPLETE YOUR MOVE OR DELIVERY WITHIN YOUR RESERVED TIMEFRAME, YOU WILL BE REQUIRED TO STOP AND RESCHEDULE ANOTHER TIME TO MOVE THE REMAINDER OF YOUR ITEMS AT YOUR SOLE COST AND EXPENSE. HOWEVER, IF CIRCUMSTANCES ON THE DAY OF YOUR MOVE OR DELIVERY PERMITS, THE PROPERTY MANAGER, OR SUCH OTHER AUTHORIZED REPRESENTATIVE OF THE ASSOCIATION, MAY ALLOW YOU TO CONTINUE YOUR MOVE OR DELIVERY BEYOND YOUR RESERVED TIMEFRAME. IF SUCH EXTENSION IS AVAILABLE AND PERMITTED, YOU WILL BE CHARGED AN ADDITIONAL FEE FOR EACH HOUR OR ANY PORTION THEREOF (AT THE HOURLY RATE ADOPTED BY THE BOARD AS SHOWN ON ITS FEE**

SCHEDULE) THAT IT TAKES YOU TO COMPLETE YOUR MOVE OR DELIVERY BEYOND YOUR RESERVED MOVE OR DELIVERY TIMEFRAME. There is no guarantee any requested extension will be accommodated. Such decisions are based on the circumstances of your moving or delivery day and the possible impact and/or delays granting such extension may have on other Owners and residents who are scheduled after your move/delivery.

AN ADDITIONAL, NON-REFUNDABLE CHARGE OF \$500.00 WILL BE LEVIED IF A MOVER, DELIVERY PERSON, OWNER, TENANT OR RESIDENT ATTEMPTS TO MOVE OR DELIVERY WITHOUT A PRIOR RESERVATION. Unscheduled moves or delivery will not be allowed use of any elevators at ARIA.

PARKING

If you are using a professional moving company, be sure to inform your moving company that moving trucks may only park on the public streets surrounding the Project. Owners (or their moving company or delivery company) must coordinate with the City of San Diego Street Division in order to obtain street parking permits for their moving/delivery vans. The Association is not responsible for obtaining any street parking permits for any Owner or Resident. Each Owner acknowledges that the loading zone adjacent to the project has a three-minute maximum parking time.

YOUR MOVE

Your Moving Company

Please choose your moving company carefully! You, as the Condominium Owner or tenant, are fully responsible for any damage done to the Common Area or Association Property during your move and delivery. Because of this liability it is important that the moving company and delivery company carry its own insurance for such damage. You or the moving company/delivery company hired must supply the Association with a current certificate of liability and workers' compensation insurance, naming the Association as an additional insured, in an amount of no less than \$1,000,000 before the move or delivery can be scheduled.

If you plan to move from out-of-state, please either use a destination (local) agent for the company or instruct the driver to call the Property Manager a minimum of forty-eight (48) hours in advance to coordinate the time of arrival and to insure availability of the designated elevator.

MAKE SURE YOUR MOVING COMPANY OR DELIVERY COMPANY ARRIVES ON TIME. REMEMBER, IF YOU FAIL TO COMPLETE YOUR MOVE OR DELIVERY WITHIN YOUR RESERVED TIMEFRAME, YOU MAY BE REQUIRED TO STOP AND RESCHEDULE ANOTHER TIME TO MOVE-IN/OUT THE REMAINDER OF YOUR ITEMS AT YOUR SOLE EXPENSE AND COST OR PAY ADDITIONAL CHARGES TO EXTEND YOUR MOVE/DELIVERY TIME (PROVIDED CIRCUMSTANCES ON THE DAY YOU MOVE/DELIVERY PERMITS SUCH EXTENSION).

Owners who wish to move in without using a professional moving company may do so providing they meet all the requirements of the moving companies, i.e., scheduling the designated moving elevator at least seven (7) days in advance of the move and accompanying the Association's representative on walk-throughs before and after the move. Review the Memo (referenced below) so that you understand all the applicable obligations.

The designated moving/delivery elevator can be reserved for your move or delivery for up to a four (4) hour block of time. In order to allow the elevator to be held to one floor, the moving/delivery company must request permission from the Property Manager who will provide the moving/delivery company with a key allowing the moving/delivery company to take the designated elevator out of service and a key for the Common Area. These keys must be returned upon completion of the move or delivery. Failure to return such keys may entitle the Association to retain the Owner's deposit.

THERE IS NO GUARANTEE THE ELEVATOR WILL BE AVAILABLE BEYOND YOUR RESERVED TIMEFRAME EVEN IF YOU ARE PERMITTED TO EXTEND YOUR MOVE/DELIVERY AND YOU PAY THE

APPLICABLE EXTRA FEES.

THE MOVING/DELIVERY COMPANY MUST PROVIDE PROTECTIVE COVERING FOR THE CAB WALLS OF THE DESIGNATED ELEVATOR DURING THE MOVING/DELIVERY PROCESS. IT IS THE MOVER'S OR DELIVERY COMPANY'S RESPONSIBILITY TO ENSURE THAT THESE ARE IN PLACE PRIOR TO BEGINNING THE MOVE/DELIVERY. IN THE ABSENCE OF PROTECTIVE COVERINGS, ALL ITEMS MUST BE WRAPPED IN BLANKETS.

NO MOVES OR DELIVERY WILL BE PERMITTED IF THE PROTECTIVE COVERINGS ARE NOT FULLY IN PLACE.

YOU ARE RESPONSIBLE FOR ALL COSTS FOR REPAIRS NECESSITATED BY THE MOVE OR DELIVERY.

Please provide the moving company with a copy of the attached Memo to Moving Company Personnel ("Memo") and Moving Procedures Acknowledgement Form ("Acknowledgement") so that they have a clear understanding of ARIA's moving requirements and the Association has confirmation that your moving company will comply with the terms and requirements described in the Memo. An executed original of the Acknowledgment must be received by the Property Manager at least five (5) days prior to your scheduled move date. No move will be permitted without first delivering a fully executed Acknowledgment.

SUGGESTIONS FOR MOVING PREPARATION

MAKE A PLAN

You will save time and money if you plan the location of your furniture in your new Condominium before it is delivered by the moving company. [Clearly mark your boxes so that your moving company can readily determine which room each box should be placed.](#)

Discuss how many rooms and the nature of your items you will move with your moving company so that you can strategize on how much time you should reserve for your move. You should also determine how and who will remove your packing materials and boxes from the Project. Ask your moving company whether such removal is included in your moving company's cost estimates because you are responsible for the removal of all such materials and boxes from the Project.

BE SURE YOU KNOW

- a) Your Condominium number.
- b) The day, date and the block of time you are assigned for the Move and have verified this with your moving company.
- c) The size of the designated moving elevator and hallways. **THE FINISH ON THE ELEVATOR AND HALLWAY WALLS IS EASILY DAMAGED AND EXPENSIVE TO REPAIR.** Measure your large items to be sure they fit through the standard door openings and elevators.

AFTER MOVING OR A DELIVERY

BOXES AND PACKING MATERIALS

At the end of the move or delivery the hallways and elevator must be cleared of all debris.

The trash dumpsters inside the garage may not be used to dispose of packaging materials, boxes or other debris related to your move or delivery. However, to the extent such items are recyclable and will fit (once broken down) in the recycling containers provided near the dumpsters, all such recyclable materials may be placed in their appropriate recycling containers. If the recycling containers are full or your items do not fit

inside, you must make alternate arrangements to remove such recyclables from the Project. You may not leave any boxes, debris or other waste from your move in the hallways or within other portion of the Common Area, including, the floor of the dumpster area. It is your responsibility to confirm whether your moving company will dispose of your packing and moving materials prior to your scheduled move or delivery date. Any materials that do not fit inside the recycling containers and all other trash and debris must be disposed of off-site or carried away by your moving company, unless prior approval is provided by the Property Manager. If approved, the Association has the right to charge a fee for such use in the applicable amount adopted by the Board as shown on its most current fee schedule. Please contact the Property Manager for further details.

ANY OWNER OR TENANT WHO DISREGARDS THIS REGULATION AND USES THE DUMPSTERS FOR ITS PACKING MATERIALS AND/OR BOXES OR LEAVES ANY RECYCLABLES OR OTHER DEBRIS ON THE FLOOR OF THE DUMPSTER AREA OR WITHIN ANY OTHER PORTION OF THE COMMON AREA WILL BE REQUIRED TO REIMBURSE THE ASSOCIATION THE COST OF HAVING SUCH NUISANCE AND FIRE HAZARDS REMOVED FROM THE PROJECT.

FUTURE MOVES/DELIVERIES

In the event that you find it necessary to move or have any items delivered that requires two (2) or more persons to transport, you must file the Move-In/Move-Out Agreement with the Association prior to such a move or delivery and schedule the delivery/move with the Property Manager in advance. A walk-through before and after the move will be made with the individual or individuals making the move or delivery.

Please remember the intent of these guidelines is to assure the enjoyment of all and to minimize damage to common areas. Thank you for your efforts and consideration.

Move-In/Move-Out and Delivery Procedures

Move/Delivery Type	General Description	Resident Responsibilities	Mgmt Responsibilities
Hand-Carry Items	<p>Hand-carry items include items that can be easily carried by one person and are easy to maneuver/carry in the elevator. Examples include: groceries, a box of clothing, a potted plant.</p> <p>This does not include furniture, televisions and other bulkier items that have more potential to cause damage to the finishes of the building (see below).</p> <p>This does not include any type of a move-in/move-out scenario (see below).</p>	No special arrangements are needed.	No special arrangements are needed.
Basic Delivery	<p>Large or bulky items that have the potential to come into contact with the finished surfaces of the building/elevator fall into this category providing the delivery does not require more than two trips to the elevator, "holding" of the elevator or more than two people to move the items.</p> <p>Example: a basic delivery of one or two furniture pieces such as a couch,</p>	<p>Contact Management to review scope of Basic Delivery for necessary arrangements.</p> <p><u>Two business days advance notice is required.</u></p> <p>Depending on the size of the delivery, MOVE-</p>	Management will arrange protection of elevators and doors and other surfaces, as needed.

	easy chair or television.	IN/MOVE-OUT AND DELIVERY AGREEMENT , and all related fees may be required. Please see below for more details regarding the MOVE-IN/MOVE-OUT AND DELIVERY AGREEMENT .	
Large Delivery, Move-In, Move-Out	<p>A "large delivery or move" is anytime a delivery or transport of items fits into one of these categories:</p> <p>The elevator is needed for an extended time period (beyond entry/exit of elevator) for loading and unloading.</p> <p>Any situation where a resident is moving in/out.</p> <p>Items being delivered exceed "Hand-Carry" or "Large Items & Basic Delivery" description.</p> <p>An example would be delivery of more than two pieces of furniture.</p>	<p>Contact Management to review scope of Large Delivery, Move-In, Move-Out for necessary arrangements.</p> <p>Seven business days advance notice is required.</p> <p>Completion of the MOVE-IN/MOVE-OUT AND DELIVERY AGREEMENT, and all related fees will be required prior to delivery date and move.</p>	<p>Management will schedule holding company, for pre/post inspection and padding of elevators.</p>

The Move-In/Move-Out and Delivery Agreement will include:

- Aria Refundable Security Deposit of \$150.00, which will be returned to the resident if no damage to common area is reported. Please submit the deposit check to the onsite manager or by mailing it to 1441 9th Avenue, San Diego, CA 92101 Attn: Management Office. Check should be made payable to Aria Homeowner's Association.
- Non-Refundable fee* paid directly to the holding company on the day of your move:

Delivery: \$90.00 for one (1) hour period; Overtime rates will apply

Large Deliveries and Moves: \$200.00 for a four (4) hour period; Overtime rates will apply Deliveries and Moves may be scheduled for either a 1-hour period OR 4-hour period.

- Resident may not schedule less than that allotted time (i.e. 45 minutes or 3 hours).
- Resident will be responsible for full fee amount even if full reserved time period was not used.

*Fees are subject to change, as per holding company.

Adopted by Board of Directors on 08/26/13



HOMEOWNER / TENANT MOVE-IN/MOVE-OUT APPLICATION & DELIVERY AGREEMENT

Your move will NOT be scheduled until this application and the \$150.00 returnable holding deposit check have both been submitted to management. Submit your form via email, onsite, or mail to:

Morgan Cooper
General Manager
1441 9th Avenue, Unit 138
San Diego, CA 92101
Office: 619-231-4235
mcooper@actionlife.com

Name: _____

Unit #: _____

Homeowner Renter

If renter moving-in, you are required to submit a copy of your lease with this form.

Phone: _____

Email: _____

Moving In Moving Out

Please indicate what type of move is taking place

Move Date: _____

8 am – 12 pm 1 pm – 5 pm

Please choose a move time frame.

Professional Movers

Moving Myself *Complete Self Move Form*

Please indicate if you are having professional movers or moving yourself. If you using a professional company, please provide a copy of their Certificate of Insurance additionally insuring Aria HOA and Action Property Management. The Movers are also responsible for agreeing and signing the Moving and Delivery Procedures Acknowledgement Form. These are requirements and must be submitted at least one (1) business day prior to your move.

Permission to shred deposit check if there is no damage to common area? YES NO

Return Address for Deposit Check: _____

City

State

Zip Code

I, the undersigned, certify that I have carefully reviewed and accepted all the terms and requirements (including the fees and deposits described therein) of the Move-In/Move-Out and Delivery Procedures for the ARIA Homeowners Association ("Association"). I understand and agree that I am responsible for any expenses and costs the Association incurs in connection with any damage, cleaning, losses or other liabilities associated with my move or delivery, regardless if such damage, cleaning, losses or liabilities arise out of the actions of a moving or delivery company or other person(s) utilized for my move or delivery.

I further understand and agree that if I do not complete my move or delivery within my scheduled timeframe (i) my move or delivery may be stopped by the Property Manager, or other such authorized representative of the Association, and I will be required to reschedule my move or delivery at my sole cost and expense; or, (ii) if circumstances on the day of my move/delivery permits, I may extend my move or delivery beyond my reserved timeframe and be charged an additional fee for every hour, or any portion thereof (at the hourly rate adopted by the Board as shown on its fee schedule) that my move/delivery extends beyond my original reserved timeframe. In the event such extension is available and permitted, I agree and accept that such extension does not guarantee that an elevator will be available beyond my original reserved move/delivery time and that I am responsible for all applicable additional fees to extend my move/delivery regardless of whether I am able to utilize an elevator to complete my move/delivery. Additionally, I further understand and accept that if such extension is unavailable and I am required to schedule another move/delivery date to complete my move or delivery, I will be subject to all the applicable charges as set forth in the Association's Move-In/Move-Out and Delivery Procedures to reschedule and neither the Association nor any representative of the Association, including, the Property Manager, is obligated to assist me in finding temporary storage for my personal property or responsible for any costs or losses I incur in connection with rescheduling my move or delivery.

Signature

Print Name

Date



SELF-MOVE FORM

Must be submitted in conjunction with Move-In/Move-Out Application

I, _____, resident of unit _____, have scheduled a self-move in/out of
Print Name *Unit Number*
Aria Homeowners Association on _____.
Date

As I am not utilizing a moving company, and therefore, have no liability insurance coverage for my move, I understand that I will be responsible for any damage done to the common areas of the building during my move. Furthermore, I am aware that a pre- inspection and post-inspection of the common areas will be performed in relation to my move as to ensure all pre-existing and new damage is documented accurately.

Resident Signature

Date

Please drop this form off at the Management office or submit this form via email to Morgan Cooper at mcooper@actionlife.com.

MOVING AND DELIVERY COMPANY MEMORANDUM

**TO: MOVING AND DELIVERY COMPANY PERSONNEL FROM:
ARIA HOMEOWNERS ASSOCIATION**

SUBJECT: MOVING AND DELIVERY POLICIES OF ARIA

These policies should be reviewed by the moving or delivery company supervisor prior to the move or delivery. ARIA will only allow moving and delivery companies on the property who will cooperate in keeping the building secure and the property damage-free. **If the elevator key or any access keys provided by the Association or Property Manager is lost by the moving or delivery company, the company must have insurance which will cover all expenses involved with re-keying, including replacement of cylinders as may be necessary.**

MOVING COMPANY STAFF

In order to make the move/delivery go smoothly for you, your customer and ARIA, please make note of the following policies. If you have any questions about these, policies, please contact the Property Manager's Office prior to the move/delivery.

1. Prior to any move/delivery, the company must supply the Association with a current Certificate of Liability and Workers' Compensation Insurance for a minimum of \$1,000,000 before the move or delivery may start. The certificate(s) must name the Association as an additional insured in the Certificate Holder box at the bottom of the insurance form.

Please mail the insurance certificate to the address below or email it to Morgan Cooper via email at mcooper@actionlife.com.

Aria Homeowners Association
c/o Action Property Management
1441 9th Avenue, Unit 138
San Diego, CA 92101

2. Prior to your arrival at the building, you should contact the Property Manager to let them know of your arrival.

3. A representative of the Association will walk with the moving/delivery company supervisor from the point of entry to the building, to the elevator and to the Owners unit. During this initial walkthrough, any existing damage will be noted on a checklist and signed by the company representative and the Association's representative.

4. The elevator key will allow you to hold the elevator at point of entry and on your customers' floor in order to minimize the time necessary to accomplish the move or delivery. **NO FURNITURE, BOXES, ETC., ARE TO BE LEFT IN THE COMMON AREAS OR ASSOCIATION PROPERTY.**

5. **CEILINGS MAY NOT BE REMOVED FROM THE ELEVATOR.**

6. It is the responsibility of the company to check the actual dimensions of the elevator cabs prior to loading large items into the elevator to prevent damage to the elevator cab finish.

7. **IT IS THE RESPONSIBILITY OF THE COMPANY TO INSURE THAT PROTECTIVE COVERINGS HAVE BEEN INSTALLED IN THE ELEVATOR PRIOR TO THE MOVE OR DELIVERY. IN THE ABSENCE OF PROTECTIVE COVERINGS ALL ITEMS MUST BE WRAPPED IN MOVING BLANKETS.**

8. **IT IS ALSO THE RESPONSIBILITY OF THE MOVER TO PROVIDE MASONITE SHEETS TO PROTECT THE FLOORING BETWEEN THE PUBLIC STREET AND THE ELEVATOR AND BETWEEN THE ELEVATOR AND THE UNIT DURING THE MOVING PROCESS. NO MOVE CAN BEGIN UNTIL THESE PROTECTIVE COVERINGS ARE IN PLACE.**

9. **UNDER NO CIRCUMSTANCES MAY FURNITURE OR OTHER BELONGINGS BE DRAGGED ACROSS THE HALLWAYS OR OTHER ENTRY AREA FLOORS.** Dollies or handtrucks must be used at all times. The ARIA equipment (dollies, handtrucks and vacuums) will not be provided by the Association.

10. **Moves are scheduled from 8:00 a.m. to 8:00 p.m., Monday through Saturday ONLY. No moves are allowed on Sundays.**

11. **When the move/delivery is completed, the walkthrough inspection will be repeated and any new damage noted at that time and acknowledged by the signature of the moving/delivery company supervisor and the Association's Representative.**

12. **Refusal of company to sign Walk-through inspection does not relieve the company of responsibility for any damage incurred.**

13. **Should a moving or delivery company disregard any of the above policies, his/her company will not be allowed future access to the ARIA.**



INSURANCE REQUIREMENTS

Aria Homeowners Association, hereinafter collectively referred to as the “Association” both require that a certificate of insurance and endorsement be submitted, at least 48 hours prior to each move, to the manager.

Please mail the insurance certificate to the address below or email it to Morgan Cooper via email at mcooper@actionlife.com.

Aria Homeowners Association
Attn: Management Office; Morgan Cooper
1441 9th Avenue, Unit 138
San Diego, CA 92101

The endorsement must include all of the following:

- Prior to any move-in or delivery, the moving/delivery company must supply the Association with a current Certificate of General Liability and Workers’ Compensation Insurance for a minimum of \$1,000,000 before any move/delivery may start.
- The Certificate(s) must name the Association (Aria Homeowners Association) with the address: 1441 9th Avenue, San Diego, CA 92101 as an additional insured in the Certificate Holder box at the bottom of the insurance form.



DELIVERY REQUEST FORM

All appointments to schedule a move or large delivery must be made at least seven (7) working days prior to your desired move or delivery date to insure access to the designated elevator will be available. Only one elevator at the Project will be available for moves and deliveries. All moves and large deliveries are scheduled by the Property Manager.

Contact the Manager at 619-231-4235 and submit this form to mcooper@actionlife.com

Moves and deliveries will be conducted between 8:00 a.m. and 8:00 p.m., Monday through Saturday, except for the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur and Christmas Day. Sundays are reserved as a time of quiet enjoyment for all residents. No moves or deliveries are allowed on Sunday.

Several moves and deliveries may be scheduled for the same day; therefore, it is critical your move or delivery starts and stops within your reserved time slot. You must arrive on time so you may complete your move or delivery as scheduled. **IF YOU FAIL TO COMPLETE YOUR MOVE OR DELIVERY WITHIN YOUR RESERVED TIMEFRAME, YOU WILL BE REQUIRED TO STOP AND RESCHEDULE ANOTHER TIME TO MOVE THE REMAINDER OF YOUR ITEMS AT YOUR SOLE COST AND EXPENSE. HOWEVER, IF CIRCUMSTANCES ON THE DAY OF YOUR MOVE OR DELIVERY PERMITS, THE PROPERTY MANAGER, OR SUCH OTHER AUTHORIZED REPRESENTATIVE OF THE ASSOCIATION, MAY ALLOW YOU TO CONTINUE YOUR MOVE OR DELIVERY BEYOND YOUR RESERVED TIMEFRAME. IF SUCH EXTENSION IS AVAILABLE AND PERMITTED, YOU WILL BE CHARGED AN ADDITIONAL FEE FOR EACH HOUR OR ANY PORTION THEREOF (AT THE HOURLY RATE ADOPTED BY THE BOARD AS SHOWN ON ITS FEE SCHEDULE) THAT IT TAKES YOU TO COMPLETE YOUR MOVE OR DELIVERY BEYOND YOUR RESERVED MOVE OR DELIVERY TIMEFRAME.**

There is no guarantee any requested extension will be accommodated. Such decisions are based on the circumstances of your moving or delivery day and the possible impact and/or delays granting such extension may have on other Owners and residents who are scheduled after your move/delivery.

Delivery Company Name: _____

Resident Name: _____

Unit # _____

Resident Phone: _____

Email: _____

Delivery Date: _____

Estimated Delivery Time Frame: _____

Items Being Delivered: _____

Resident Name

Signature

Date



MOVING AND DELIVERY PROCEDURES ACKNOWLEDGEMENT FORM

(FOR MOVING/DELIVERY COMPANY)

I, the undersigned, as an authorized representative of the Company (listed below), hereby certify that I have: (i) the authority to execute this Acknowledgement on behalf of the Company; (ii) received, read and agreed to comply with all the terms and requirements of the Move-in/Move-Out and Delivery Policies of ARIA described in the Moving Company Memorandum; and (iii) agreed that the Company is liable to the ARIA Homeowners Association ("Association") for any damage, loss, clean-up, or other liabilities the Association may incur in connection with the services rendered by the Company and its employees, contractors, or any other person(s) working at ARIA under the supervision of the Company (collectively, "Company Personnel") in connection with the move or delivery provided for the Owner or resident (as applicable) of the Condominium referenced below (the "Move/Delivery").

I further agree to fully cooperate and ensure all Company Personnel cooperate with any authorized representative of the Association with respect to any requests made during the time I and/or any Company Personnel are providing services at ARIA, including, without limitation, accompanying such authorized representative when documenting the condition of any Common Area before and/or after the Move/Delivery and immediately relocating the Company's vehicle used for the move or delivery, if requested. I understand move-ins and move-outs and deliveries at ARIA are limited to the timeframe scheduled for the Move/Delivery and if such timeframe is exceeded the Move/Delivery will be stopped by Association personnel. All Company Personnel will promptly remove our vehicle(s) and all other materials or equipment promptly upon request from any authorized representative of the Association. I further accept and agree that neither the Association nor any Association personnel will be liable for any costs or losses I, the Company or any Company Personnel may incur if the Move/Delivery is stopped.

Moving Company Name: _____

Company Address: _____

Company Phone: _____

Email: _____

Supervisor Name: _____

Cell: _____

Unit Address: _____

Moving Date: _____

Mover Supervisor Name

Signature

Date

Resident Name

Signature

Date



CONFIDENTIAL OWNER INFORMATION FORM

Please complete and return the following information to Morgan Cooper via email at mcooper@actionlife.com whenever a new owner or tenant moves into the unit.

Homeowner Information

Property Owner Name: _____ **Unit #** _____

Phone: _____ **Email:** _____

Offsite Mailing Address (if applicable): _____

Managing Agent (if applicable): _____ **Company:** _____

Phone: _____ **Email:** _____

Emergency Unit Key on File: _____ **Yes:** _____ **No:** _____ **I don't know:** _____

Tenant Information: Please list the name of ALL tenants. Only those on record will have authorization for the unit. A copy of the lease agreement must be on file with Management at time of move-in.

Tenant Name: _____

Phone: _____ **Email:** _____

Tenant Name: _____

Phone: _____ **Email:** _____