



## MOVE IN/OUT REQUEST FORM

Resident Name(s): \_\_\_\_\_ Unit# \_\_\_\_\_

Requested move in/out date: \_\_\_\_\_

Move In       Move Out

Requested time:  9:00 am – 1:00 pm       1:00 pm – 5:00 pm

\$500 Refundable Move In/Out Deposit Check Number: \_\_\_\_\_

\$250 Non-refundable Move In/Out Reservation Fee Check Number: \_\_\_\_\_

### READ CAREFULLY

If the resident, guest, or contractor cause any damages to any part of the property during the move on/out they will forfeit their non-refundable security deposit and be held responsible by the Association for any additional cost to repair the damages. **A refundable security deposit of \$500.00 is required to secure a reservation for a move in/out date.** This deposit will be held by the Association and returned within 10 days after the move in/out is complete provided that no damages occurred during the move in/out. **In addition, a \$250.00 Non-Refundable Fee is required for ALL move in/out reservations.** All moving companies must provide a Certificate of Insurance, with *La Perla Ocean Residences, 16699 Collins Ave, Miami, FL 33160*, as Certificate Holder. The Certificate of Insurance must include Liability Insurance and Worker's Compensation. All required documentation must be provided **BEFORE** the move in/out date. Rescheduling a move in/out day must coincide with an available date and time on the Association reservation calendar located in Building LINK.

**Move In/Out must be scheduled no less than 7 days in advance and must be confirmed by Management. Deliveries are ONLY permitted during the following business hours:**

Monday - Friday, 9:00am - 5:00pm  
Saturday, Sunday, or Holidays - Moving is not permitted

**MOVING TRUCKS THAT EXCEED THE FOLLOWING DIMENSIONS WILL NOT BE PERMITTED ON THE PROPERTY – NO EXCEPTIONS:**

**HEIGHT: 12 FT      LENGTH: 24 FT**

All move in/out company vehicles must park in the designated receiving area. It is the resident's responsibility to make sure that the company vehicle removes all packaging materials, boxes, and any trash that pertains to the move in/out from the premises. Under no circumstances may any of these materials be placed in the building trash chutes or left in the common areas (including hallways). If any of the moving material is disposed improperly, you will forfeit your non-refundable security deposit and the Association will bill you for any additional cost.

**BY SIGNING, I AGREE THAT I HAVE READ AND FULLY UNDERSTAND THE DELIVERY REQUEST FORM.**

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_