

Village Of Fountainview Move In Move Out Policy

1. Definition of move in/move out: Whenever any person causes the installation of furnishings to occur in any vacant unit, including but not limited to a bed, sleep sofa, television, lounge chair, such action constituted a "move in" to the unit. Whenever an occupant of a unit causes furnishings to be removed in order to vacate the unit such as a bed, sleep sofa, television, lounge chair, such action constitutes a "move out" of the unit.
2. Notify management three business days prior to a move in or out via 800-870-0010 or Samantha.summers@fsresidential.com be sure to include the building and unit number in your email.
3. Prior to scheduling a move management must have a signed lease and photo ID on file.
4. A \$250 non refundable move in move out fee will be due at the time of scheduling. The move in/out fee will be waived if the move is associated with the sale of a unit.
5. Move in and move out are allowed Monday-Saturday 8am-5pm only.
6. No move in or move out is authorized on Sunday's or Holiday's. Holiday's are noted as New Years Eve, Memorial Day, July4th, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.
7. Elevator pads will be placed and the resident will be given a temporary elevator key. Failure to return the elevator key will result in a \$500 fee.
8. Any entrance may be used during a move in or move out EXCEPT the vestibule doors.
9. At no time may a door be propped open.
10. No vehicles may be parked on the sidewalks, in the fire lanes or block a curb cut out. Moving personnel shall be respectful of Village of Fountainview property and Residents.
11. All moving boxes and materials shall be disposed of properly and follow all Trash and recycling guidelines.
12. Residents will be responsible for the cost of any repair/replacement costs do to damages caused to Village of Fountainview.
13. This form must be signed and returned to management prior to move in or move out being scheduled.

Village of Fountainview unit address

Resident Name

Resident Signature

Date