

Clayborn Condominiums MOVE IN/OUT PROCEDURES

Notice of your move and a moving fee of \$150.00 payable to Clayborn Condominiums HOA are **required in writing ten days** prior to all moves. Please fill out the "Move In/Out procedure form" and return to Excelsior Property Management at 4 Monroe Parkway, Suite G, Lake Oswego, Oregon 97035. This is necessary to avoid a Board imposed fine of up to \$500.00.

One of our employees will be there during your move to hang the pads and key the elevator. Our employees normally do not work weekends; therefore keep in mind that the moving fees cover up to 4 hours of moving time during weekdays. Weekends are considered overtime, so this will shorten the amount of actual moving time covered in the fee. Any additional time will be billed to you.

Protector pads must be hung and floor protectors laid in the elevator cab prior to moving. Damage to the building caused by the owner or owner's movers will be charged to the owner. Clayborn Condominiums owners are responsible for their movers' compliance to the above procedures. Off load items first, then load/unload the elevator all at one time.

The fee not only pays for the services provided by our staff it also covers minimal wear and tear on the building and elevator related to move. However, any expense for damage outside of normal wear and tear will be billed to the owner.

The garage door can be locked open as long as it is monitored-when left unattended it must be closed.

If you have any questions please contact Excelsior Property Management at 503-699-5427 or email office@excelsiorpm.com.

Excelsior Property Management

Clayborn Condominiums

MOVE IN/OUT PROCEDURE FORM

This form, and the \$150.00 moving fee, must be submitted to Excelsior Property Management ten days prior to your move. We are located at 4 Monroe Parkway, Suite G Lake Oswego, OR 97035. If you have any questions please feel free to contact us at 503.699.5427 or by email office@excelsiorpm.com. Fax 503.699.0913.

Today's Date _____

Your Name _____

Name of Unit Owner _____ Unit Number _____

Contact Phone _____

Date Requesting To Move _____

Hours Requested _____

Comments _____

Office Use Only:

Date Form Received

Payment Received

Excelsior Employee Scheduled

Notice Posted In Elevator

Date Pads Hung

Date Pads Taken Down

Front Entry Programmed