

MOSAIC CONDOMINIUMS MOVE IN/OUT PROCEDURE

Notice of your move and a moving fee of \$100.00 payable to Mosaic Condominium Association are **required in writing 10 days prior** to all moves. Please fill out the "Move In/Out Reservation Form" and return to Excelsior Property Management at: 4 Monroe Parkway, Suite G, Lake Oswego, OR 97035. This is necessary to avoid any possible conflicts resulting from other scheduled use of the elevator.

One of our employees will be there during your move to hang protective pads and key the elevator for a total of three (3) hours. Any additional time will be billed to you at an hourly rate of \$30.00.

Damage to the building caused by the owner or owner's moving company/movers will be charged to the unit owner. **Please use care while moving.**

Moving should be done through the lobby. Trucks may park along the 11th street side of the building.

Any moving company used should be made aware that there is one passenger elevator used for moving and that it is shared with residents making routine visits. They should also be aware that if they arrive late, you may lose your time slot to the next scheduled move.

Mosaic owners are responsible for their moving company/movers' compliance to the above procedures. Off load items first, then load/unload the elevator all at one time. An Excelsior employee will not hold up the elevator but release it for other residents to use in between loads

***Remember:* it is your responsibility to break down all cardboard boxes and place them in the recycling room.**

We appreciate your cooperation. If you have any questions, please feel free to contact us at 503.699.5427 or office@excelsiorpm.com.

EXCELSIOR PROPERTY MANAGEMENT