



## WASHINGTON PARK -- MOVING IN/OUT FORM

Today's Date \_\_\_\_\_

This form must be submitted to Kappes Miller Management 10 days prior to all moves. Please fill out this form and return to Kappes Miller at:

4 Monroe Parkway, Suite G  
Lake Oswego, OR 97035.

Or you may fax to: 503.699.0913 or email [bshockey@kappesmiller.com](mailto:bshockey@kappesmiller.com)

**MOVING FEE: \$200 M-F**  
**MOVING FEE: \$250 S-Su**

Upon receipt of this form we will bill the unit owner's account for the Moving Fee for your convenience. Please be aware that your move is allotted 3 hours for staffing and managing the free flowing of the elevator car service, time for hanging the protective pads, and keying the elevator on/off. If you exceed your allotted three hours you will be billed at the hourly maintenance rate.

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

All moves are to take place through the lower parking (**No Moves are allowed through the lobby**). Back your moving truck into the far-left side of the **lower parking driveway** and off load directly into the elevator.

The lower door cannot be propped continuously during your move. Off load items first, and then load/unload the elevator all at one time. Please do not hold up the elevator; release it for the use of other residents.

Washington Park owners are responsible for their movers' compliance to the above procedures. Failure to comply may result in a Board imposed fine of up to \$500.00 and reimbursement for any damages incurred. If you have any questions please contact Kappes Miller Management at 503 699.5427.

**RESIDENT MOVING INFORMATION**

Type of Move:  In  Out Other: \_\_\_\_\_

Unit Number:		Your Name:	
Contact Phone:		Unit Owner (if applicable):	
Date Requesting:		Hours Requested:	
Comments:			

**FRONT ENTRY PROGRAMMING**

Name(s):		Local Phone Number for Intercom:	
Access Code at Front Entry (Must be a 5 digit numerical code):		Press '#', then your Code for Access	
Allowing Visitor Access via Building's Intercom System:	Please press 9 on your phone to allow access		