



MARQUEE

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PARK PLACE H.O.A.

Move-In/Move-Out Policy

Please contact the Concierge Desk to finalize a “move-in” time so that the elevator can be reserved. The elevator must be reserved for intermittent use for moving, delivery of furniture, or any type of remodeling work in the unit. The unit Owner must contact the Concierge Desk *at least one (1) week in advance of the move* to ensure the reservation of the elevator. A refundable deposit of \$300 per move (payable to Marquee Park Place H.O.A.) must be submitted along with the Elevator Reservation Application, which is available at the Concierge Desk or on the Marquee’s website:

www.marqueeparkplace.org

Deposits and Move Guard Fees

A \$300.00 deposit check is required for all elevator reservations.

A \$250.00 move guard fee is required for all move-ins and move-outs.

A \$75.00 move guard fee is required for all deliveries.

All checks are payable to Marquee Park Place HOA.

Moving In and Furniture Deliveries

In order to accommodate everyone, we will schedule elevator bookings seven days per week during the following times:

8:00am to 12:00pm

12:00pm to 4:00pm

4:00pm to 8:00pm

PLEASE ENSURE THAT YOUR MOVE-IN DOES NOT RUN OVERTIME AS THIS WILL AFFECT THE SCHEDULE OF OTHERS MOVING IN AFTER YOU. YOU WILL ALSO NEED TO NOTIFY THE CONCIERGE OF ANY SPECIAL FURNITURE DELIVERY FROM COMPANIES THAT ARE NOT INCLUDED IN YOUR “MOVE-IN” DAY SCHEDULE.



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Moving In and Furniture Delivery Requirements

In order for each owner to be prepared for the day of their move, here are a few requirements to consider before your move:

- Prior to your move, it is important to inform your moving company and/or furniture delivery company of their responsibility to provide a certificate of insurance for worker's compensation and liability insurance with a minimum limit of \$1,000,000. The Certificate must name Marquee Park Place H.O.A. as an additional insured. If you are coordinating a "self move" please obtain a certificate of insurance from your vehicle insurer or personal insurer.
- All floor areas must be protected with carpet runners in the hallways to the elevators, then the unit. The elevators will be padded with protection for moving, however, the moving companies must further ensure proper protection. The elevator protective padding will be put up by the Association's Agent and must remain in place throughout the entire move time. Please note that the elevator measures 7' x 7' x 5½', and advise your movers prior to the anticipated move.
- The moving company must carry all trash and debris off-site. The trash bins located in the garbage room may be used to discard moving boxes; all boxes must be broken down. Please contact the front desk for the Janitorial Staff to pick up. The trash chutes located on individual floors may not be used to discard moving debris.
- Movers/furniture deliveries will need to check in at the Guard Kiosk prior to beginning any moving.
- Upon completion of the move-in/out inspection, written notification will be provided to the unit owner including a copy of the inspection checklist and activity. If no damages are incurred, the original \$300 deposit will be returned to the owner.
- Entry through the lobby for deliveries **IS PROHIBITED.**

If you have any further questions, please feel free to contact Marquee Park Place General Manager, Chris Zappia, or the Concierge Team. Thank you for your cooperation.