

**WHITLEY BAY POLICY FOR MOVING OUT OF THE COMPLEX**

(Per Board Decision August 2011)

Whitley Bay has a strict policy for moving into or out of the building. This notice should answer all questions and explain the required procedures:

**New OWNERS or TENANTS: MOVE OUT Requirements:**

All residents who need to move anything in or out, whether unit owners or tenants, must pay the same \$400 DEPOSIT for the elevator, at least 3 days before move out.

Once the check is received by the building's maintenance man (Scott Crosby, cell phone #321-458-8236), he will hand over the lock-out key for the elevator and will have the walls and floors of the elevators covered to keep them from getting damaged. You MUST have the pads up in the elevators to move anything, and you must NOT try to hold the elevator doors open without the key. They will overheat and break down, and the service call is costly and would be charged to the person who tried to bypass the procedure for move in.

MOVE OUT may require the front doors to be left open and unsecured at some times. The person(s) moving out must have a designated human being at that door at all times it is open, to make sure no one gets in who doesn't belong. If you do not have a designated person able to stay in the lobby the whole time the doors are open for your move-out, Whitley Bay will have one of their employees guard the door, at a cost of \$25.00 per hour, taken from your elevator deposit. We do have a list of confidential owner names with unit #'s, so you can borrow that list in order to ask that question of anyone entering the lobby.

Your deposit also gives your moving truck the right to use the loading zone and primary parking space near the front door, and cones will be delivered by maintenance to help keep the area clear for your belongings.

The Board has stipulated that there are NO WEEKEND MOVES. Only Monday through Friday moves of furniture and larger items are allowed, in case of trouble, so that the maintenance man can take care of the problem.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

(Print Last Name) \_\_\_\_\_

Unit # \_\_\_\_\_

Signature: \_\_\_\_\_