

## ***MOVING AND DELIVERY POLICIES***

Courtesy and respect are hallmarks of life at Marina San Pablo Condominium, and your cooperation is especially appreciated during your move. The Property Manager will assist you in every way to ensure a happy moving day! Please meet with the Property Manager to complete applications, provide fees and receive complete moving instructions well in advance of your move.

1. Request a moving date **AT LEAST THREE DAYS in advance of your desired date.**
2. Provide the required moving and deposit fees payable to: MSP Condo Assoc.
3. **Moves are allowed only between the hours of 8:30 am and 4:00 pm and only Monday through Thursdays.**
4. Provide your moving company's information to the Property Manager and provide MSP policies to your moving company.
5. Moving company will be met by property representative and directed to park at the upper level circle.
6. Movers enter ONLY through the P-2 garage.
7. As each tower is served by one elevator, **movers may not hold elevators** or prevent full and ready access by residents to the elevator. No items can be unattended in the elevators. No items can be propped against doors or walls of any common space. Lobbies must remain clear. Only your personal unit door can be left open.
8. Boxes cannot be left in hallways or lobbies. Moving companies should remove all empty boxes especially mattress boxes.
9. After the move, all boxes must be flattened and placed in the appropriate recycle bin on P-1 or outside in the trash pavilion.
10. No boxes or bulky bags may be placed in trash chutes. ONLY 13-gallon sealed bags will fit in the trash chutes.
11. **These same policies apply to any delivery that may occur outside the moving day, except that only 24 hours advanced notice is required. Delivery hours are 8:30 am to 4:00 pm.**
12. Owners must ensure that tenants follow these policies.