



## PLAZA 57 Move- In/Out Agreement

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Movers and Unit Owners must schedule all move-ins and move-outs with the Management Office through fax or email. Please do not forget to include date and time of move, moving companies name and their Certificate of Insurance. Failure to notify the Management Office may result in additional charges assessed to you. For example; if a problem arises which causes either a vendor or the maintenance technician to go to the building during after-hours or over the weekend, there will be a reasonable charge assessed by Management at their reasonable discretion.

All subcontractors, tenants, Owners and/or movers shall be governed by the rules and regulation, including, but not limited to, the Declaration of Condominium of the building, known as Plaza 57 located at 7301 SW 57<sup>th</sup> Ct., South Miami Fl ("Building").

Following are several rules on how to make your move-in as easy and efficient as possible. We encourage you to work closely with the Property Manager to ensure that all arrangements and appointments are scheduled properly. Also listed are a few precautionary measures to consider while work is being conducted on your unit.

Contractor, moving companies, tenant and Owner hereby agree to indemnify and hold Association and all other Owners with portions with the Condominium Association (jointly called "indemnities") harmless against and from any and all claims arising from the conductor performance of the work or moving within the Building and shall be responsible for any damage caused by such to Association or others property within the Building caused by work performed or moving within the Building.

This section must be executed by the Management Company for Plaza 57 Condominium Association and the Owner and must be accompanied with the \$500 deposit as described below prior to any moving in or out of furniture, equipment and/or files in or out of the Building.

Owner acknowledges that by executing this Request Form they agree to all the terms and conditions outlined herein.

- ❖ **Scheduling:** All move-ins and deliveries must have scheduled appointments. It is imperative to schedule all deliveries in advance by contacting the developer representative or building manager whom will coordinate the details with your cooperation.
- ❖ **Elevators:** To schedule use of elevators for your movers or other large deliveries, please contact the building manager in advance.
- ❖ **Boxes/Trash:** It is your responsibility to instruct your movers to remove all boxes/trash and dispose of same off site
- ❖ **Hours:** The building manager's office hours are Monday – Friday 9:00am to 5:00pm.
- ❖ Any tradesmen performing work in your unit must be authorized by you and on file with the Management Office and provide copies of licenses, permits, and evidence of Insurance prior to commencing work. In addition, you and your tradesmen must follow the Interior Rules of the building attached hereto. Certificate of insurance needs to name the Association; Plaza 57 Condominium Association Inc., and the coverage must have the following minimum requirements:
  - i. Worker's Compensation insurance as required by law.

- ii. Comprehensive general liability insurance and completed products liability insurance having a combined single limit amount of not less than One Million Dollars (\$1,000,000.00) in primary coverage.
- ❖ Be sure to schedule your move with the Management Office prior to taking occupancy. Your cooperation will help prevent frustrating move-in delays and facilitate a smoother move into the building.
- ❖ Please schedule move-in times with your carrier between 6:30pm and 11:30pm Monday through Friday, 6:00am to 9:00am Monday through Friday or between 9:00am and 4:00pm on weekends (subject to availability of building supervision). Move-ins may take place during this time. Elevator reservations must be made in advance through the Management Office.
- ❖ Please be advised that move-ins and move-outs must be completed no later than the time set forth herein. Late arrivals cannot be accommodated.
- ❖ Your name and unit number should be indicated on all packages and cartons.
- ❖ Your movers should dispose of all wrapping, paper, debris and cartons. Waste must be removed from the building by your mover. This is NOT considered trash to be disposed of using the community trash disposal facilities.
- ❖ Prior to moving into the building, you will be required to deposit with the Management Company the sum of \$500 to cover any damages that may be caused to the building. The Management Company will monitor the move-in and access any damage that may have occurred during the move-in and notify you of same shortly thereafter. You and your mover will be responsible for all costs incurred by the Building or Association related to your move-in including but not limited to supervision if any, trash removal, damage and costs related to after hour work. All moving must be supervised by building maintenance personnel at a cost of \$ 20.00 dollars per hour to ensure compliance and restrict damage to property.
- ❖ Please be advised that this form must be completed in its entirety and submitted along with a refundable damage security deposit of \$ 500.00 Dollars, made payable to the Plaza 57 Condominium Association, for Board Approval, a minimum of (24) Twenty-Four Hours in advance of anticipated move.
- ❖ In addition, you must provide the actual moving Contractor's information, License, Insurance and attach copies of same. And the moving company must send us a certificate naming Plaza 57 Condominium Association Inc. as insured.
- ❖ The movers must make sure they cover all common traffic areas, (hallways, floors and elevator landings), with either plastic sheathing and /or canvas covers, to protect and minimize any excessive wear on these areas.

Unit Owner / Tenant: \_\_\_\_\_ Suite #: \_\_\_\_\_

(circle one)

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of anticipated move: \_\_\_\_\_

Approximate time: From \_\_\_\_\_ to \_\_\_\_\_

Moving Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

(Owner/Tenant)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_ Denied: \_\_\_

(Board Member)

(Check one)