



MOVE IN/OUT PROCEDURES

The following is a list of guidelines, which must be adhered to for the Move In/Out process without exception. Failure of a resident or moving company to abide by any of the guidelines below during the move may result in fines. Please note that Homeowners are responsible for the move in/out of the tenant.

PRIOR TO YOUR MOVE

To insure proper scheduling and availability of the move in/out elevator and the move coordinator, please contact Action Property Management at your earliest opportunity to reserve a time(s) for your move. All move in/out must be scheduled with management five to seven (5-7) business days prior to the move in/out without exception.

You must also submit a Move In/Out Agreement, which may be obtained from the Management Company prior to your move. At that time, you should review any questions that you might have regarding Move In/Out procedures.

Each homeowner is required to present a copy of the rental agreement to the Board prior to the rental.

MOVING DEPOSIT AND FEES

A \$300 deposit must be provided to management by the homeowner at least five to seven (5-7) business days prior to the scheduled move in/out. The deposit will be held for the duration of the rental and returned to the homeowner when a tenant moves out, provided no damages have been caused to the common area. Please make check payable to Alicante and mail to 1133 Columbia Street, Suite 106, San Diego, CA 92101.

A payment of \$200.00 for the move associate must also be provided to the move associate for your move. The fee can be paid in cash or online. Checks will not be accepted. JNA will invoice you 24 hours before your move. This covers a four (4) hour minimum coordinator time frame for all moves. Additional hours are charged at \$50.00 per hour.

TIMES YOU MAY MOVE

Moves must take place between the hours of 8:00 A.M. to 12:00 P.M. or 1:00 P.M. to 5:00 P.M. No moves are permitted on Sunday.

DAMAGE INSPECTION

A move coordinator must be scheduled to facilitate the duration of the move in/out. All cost associated to the guard service are the sole responsibility of the person moving in/out. Arrangements for the guard service are to be made through management at least five to seven (5-7) business days prior to the scheduled move in/out.

A Pre and Post inspection must be completed by the resident with the move coordinator. The move coordinator will confirm that all items have been removed from your storage cage and remove Association lock. (Or attach Association lock if moving out).

YOUR MOVING COMPANY

A certificate of liability insurance with the minimum limits of \$1,000,000.00 must be provided to management from your movers. The certificate needs to name the additionally insured as "Alicante Owners Association" and "Action property Management, Inc." as managing agent. A certificate of insurance for worker's compensation must also be provided to management.

ELEVATORS

All floor and elevator panel areas must be covered with appropriate protection from any and all damage. These will be provided by the association for scheduled moves and must remain in place for the duration of the move. (Movers may be required to hang and remove elevator pads and put down and pick up carpet runners that are provided).

The elevator must be "locked down" so exclusive use of it is available for the duration of your move. This will be provided by the association for scheduled moves.

BOXES AND PACKING MATERIALS

All trash accumulated by the moving company must be disposed of off-site. Once moved in, boxes and other recyclable materials must be broken down and placed in the recycling bins (these are located on the P1 level).

MISCELLANEOUS

No items are to be stored in any lobby area at any time. Items are to be moved from the vehicle directly to the elevator and from the elevator directly to the unit. The lobby doors are not to be propped open unattended at any time.

There will be an automatic charge of \$250.00 for all unauthorized moves plus any costs caused during the move.

Any questions regarding a move in/out should be directed to the Manager Assistant, Macy Hernandez, 949-450-4399 ext. 3132 or MHernandez@actionlife.com.



**ALICANTE HOMEOWNERS ASSOCIATION
OWNER MOVE-IN/MOVE OUT AGREEMENT**

Please read, sign and return this Move-In/Move-Out Agreement to the Property Management Company PRIOR to beginning any move.

As an Owner in the Alicante HOA, I have read the Move-In/Move-Out Procedures for Alicante HOA located within the Community Handbook for Alicante HOA. I understand that a deposit of \$300 and a Move-In Fee of \$200 must be provided five to seven (5-7) business days prior to the scheduled move-in/move-out. The deposit is applicable to all damage, repair, cleaning, losses or other liabilities and charges incurred as a result of the move. Additionally, the Owner accepts total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit. Any unused portion of the deposit will be returned to the Owner after the move.

- \$200 move fee needs to be made payable to JNA (provided directly to JNA on the day of your move or paid online)
- \$300 refundable deposit needs to be made payable to Alicante

I further understand and agree that if my Move-In/Move-Out requires more than the allotted time that it may be interrupted to allow other scheduled moves. In addition, I may be charged additional fees for exceeding my allotted time.

I understand that if for any reason, I need to cancel or reschedule my move, I must inform Management at least 48 hours in advance. Failure to do so will result in a rescheduling/cancellation charge of \$75.

I understand and agree to all terms as described in the Move-in/Move-out Procedures of The Community Handbook.

Name

Date of Move

Phone Number

Time of Move (8-12 or 1-5)

Signature

Unit Number