



Pier 3 Condominium Association
Move-In/Move-Out Policy Agreement
Revised: 5/24/18

Unit # _____

In order to facilitate a more accommodating move-in/move-out process, Pier 3 will provide one to two Pier 3 Staff members to assist your movers with access to elevators and the loading zone of the building. While every effort will be made to ensure a seamless process, there will be no exceptions made to the policy noted below.

- The signed Pier 3 Condominium Association Move-in/Move-out Policy must be submitted for consideration at least 72 hours before the intended move date.
- Signed copies of the lease and the Pier 3 Landlord Lease Addendum must be presented to the Pier 3 Management Office prior to the scheduling of any TENANT move-in.
- Moves will be scheduled on a “first-come/first-serve” basis.
- Moving vans, delivery trucks, rental trucks and other trucks are not permitted to remain in the community overnight.
- All moves (in or out), deliveries and incoming trucks for other purposes are permitted **Monday through Friday; 9am to 5pm and Saturday; 9am to 1pm ONLY. If your mover is late and your move time will exceed the Pier 3 Moving schedule time, it will be necessary to reschedule your move.**
 - It is recommended that all activity be scheduled prior to noon to ensure full compliance. Moves or Deliveries must be scheduled with the submission of the form at least 72 hours prior to the Move/Delivery.
- Move-ins/Move-outs require a \$200 fee that is to be submitted with this completed Access notification Form.
- Items removed from the moving van must be delivered directly to the Unit engaged. Items may not be left at any time, in any hallways, garage, balcony, terrace, pier or Atrium areas.
- Any damage to the Association’s common areas (including but not limited to halls, elevators, gates, etc.) will result in the assignment of repair or replacement expenses to the Unit Owner’s account.
- For Moves or deliveries that require the lift for bi-level units, please submit your reservation for the lift noted above and include the signed release form provided by the Concierge.
- **Moves and Deliveries must be made through the North or South elevators only, located in the Pier 3 Garage. The Lobby elevator shall not be used during any Moves/deliveries.**
- No vehicle is permitted to park in areas blocking the entry or exit gates in order to facilitate any move, delivery or personal property removal.
- Packing and delivery material may not be disposed of within trash areas of the Community and must be removed from the Community.
- A fine may assessed for the infraction of any of these Moving Regulations.

The attached Moving Contractor form must be reviewed by the Resident and agent performing the move, signed by the Contractor/Agent and present to the Concierge prior to the move.



Pier 3 Condominium Association
Move-In/Move-Out Policy Agreement

| | |
|----------------------------|---------|
| Date: | Unit #: |
| Name: | |
| Moving or Access Date (s): | |

Please Select One:

| | |
|-------------------------------|--------------------------------|
| <input type="radio"/> Move-in | <input type="radio"/> Move-out |
|-------------------------------|--------------------------------|

Please Select One:

| | |
|--|----------------------------------|
| <input type="radio"/> Professional Moving Contractor (must provide COI): | <input type="radio"/> Self-Move: |
|--|----------------------------------|

Lift Reservation Requested (Y/N): _____

Forwarding Address: _____

Please check the appropriate activity. If moving-in and tenant occupied, please provide a copy of the lease agreement. Move-in will be denied if lease agreement copy is not provided. If Moving-out, please provide your forwarding address.

I have read the PIER 3 CONDOMINIUM ASSOCIATION MOVE-IN/MOVE-OUT POLICY AGREEMENT and I understand that I am responsible to ensure that the agent performing the move, delivery, or pick-up will provide the attached, signed Moving regulations and full compliance to all Pier 3 Moving Regulations. Further, I understand and agree that the compensation for the repairs to any damages to any Pier 3 Common Area will be my responsibility.

Additionally, I release and hold harmless, the Pier 3 Condominium Association, FirstService Residential-Midatlantic and its agents from any and all liability for any damage, lost or injury to myself or to any third persons who are on the premises by my invitation and/or their property, by reason of the condition of, of the use, misuse or occupancy of the premises whether such damage, loss or injury is caused by my negligence or otherwise during the course of the move-in, move-out, delivery or removal.

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| Signature: |
| Date: |



**Pier 3 Condominium Association
Move-In/Move-Out Policy Agreement
Regulations for Moving Company**

In order to facilitate the move-in/move-out process, Pier 3 will provide one to two Pier 3 Staff members to assist your movers with access to elevators and the loading zone of the building. While every effort will be made to ensure a seamless process, there will be no exceptions made to the policy noted below.

The Homeowner who engages you for the move has been provided with these regulations.

- Moving Contractors/Agents may not proceed with a move until this signed form has been presented to the Staff member guiding the move.
- All moves (in or out), deliveries, or removal of room furnishings are permitted Monday through Friday; 9am to 5pm and Saturday; 9am to 1pm ONLY. **NO MOVES ARE ALLOWED ON SUNDAYS OR HOLIDAYS.** It is recommended that all activity be scheduled prior to noon to ensure full compliance. In the event that there is any delay in the start time, no move may continue past 5pm on weekdays or past 1pm on Saturdays. It is imperative that you are mindful of this limitation to available times.
- Vehicles engaged for any move must park in areas to which the Pier 3 Staff will direct you to. No vehicle may block the building entrance or loading area. Additionally, no vehicle may drive to, or park on any paved area of the property. Moving Contractors or agents who do not comply will not be permitted to unload the items for the move.
- Only the elevators in the North and South garage area may be engaged for any move. The Lobby Elevator may not be used for any move under any circumstances. The use of the garage-level elevators will require the installation of elevator cab wall protector pads and walk-off mats which will be installed prior to the move. No items may enter the elevator if these items are not in place.
- No items may be left in the Resident hallways, garage, balcony, terrace, pier, elevators, or Atrium areas at any time during the move. Items must move from the van/truck directly to the home that they are engaged for.
- Pier 3 handcarts may not be used for Move-ins/Move-outs.
- Packing materials and boxes may be not left in any hallway, garage, balcony, terrace, pier elevator or Atrium area at any time. Further, packing materials and cardboard boxes may not be discarded in the building trash rooms or dumpsters area, but must be removed from the property.
- Every effort must be made to avoid any damage to any Common Area. In the event there is such an occurrence, the cost of the repairs to this damage will be assigned to the Homeowner who has engaged you for this move.
- Your full cooperative is anticipated and sincerely appreciated.

I have read, understand and agree to comply with the above noted regulations.

| |
|--------------------------------------|
| Moving Contractor/Agent (PRINTED): |
| Moving Contractor/Agent (SIGNATURE): |
| Date: |



**Pier 3 Condominium Association
Move-In/Move-Out Policy Agreement**

Checklist

- Move-In/Move-Out Policy Agreement
- \$200 Check addressed to Pier 3 Condominium Association (required for all Move-ins and Move-outs)
- New Lease (only for Tenant Move-Ins)
- Regulations for Moving Company
- Certificate of Insurance from Moving Company with the following in the ‘**Certificate Holder**’ section. This can be mailed, faxed to 215-351-4089 or emailed to Greg.Scollon@fsresidential.com

*Pier 3 Condominiums
C/O FirstService Residential
3 N. Columbus Blvd
Philadelphia, PA 19106*

To be completed by Pier 3 Staff and confirmed by Resident:

Follow-up inspection completed by _____ at _____ on _____

Damages noted to Common Areas _____

Resident Signature _____ Date _____