

Move In & Move Out Procedures: **BALL PARC AMERICAN CONDOMINIUMS**

Scheduling

All move-ins and move-outs must be scheduled through the property manager at least one (1) week in advance. Moves will be scheduled on a first come, first serve basis and only one move in/out per day can be scheduled. Applications must be submitted with appropriate fees/and or deposit funds. Application forms can be obtained from the management company, at the bulletin board near the mailboxes, or on-line from the American Yahoo Group site.

Hours

All move-ins and move-outs are limited to Monday through Saturday. 9:00 a.m. to 4:00 p.m. There will be no moves scheduled on Sundays or holidays. 48 hours prior to scheduled moves, notices must be posted on both the bulletin board near mailboxes and on elevator doors on 1st floor and lobby.

Requirements

The owner is responsible for maintaining security during all move-ins/outs. All packing materials and boxes must be removed from the building. The Association does not provide disposal service for removing boxes and other materials. Owners are responsible for any damages to the building that may occur. All areas used, including elevator, must be cleaned (vacuumed or swept) and left free of any debris.

Parking for Moving Vehicles:

The owner is responsible for obtaining appropriate permits for moving vehicles parked in the street. The parking lot is for exclusive use of unit owners that own their individual parking spaces. Parking permits can be obtained by contacting City of Portland.

Office Location:

City Of Portland – Office of Transportation (Downtown)
1900 SW 4th Ave (1st Floor) Between College & Harrison

Phone Number: 503-823-7365

Office hours: 7:30am - 3:00pm

Owner can apply for permits over the phone.

Important: The City of Portland Office of Transportation takes 2 business days to process the request.

Signs must be up at least 24 hours before (per city). The HOA recommends that signs be put up 72 hours before the moving process in order to insure cars are able to be moved and space is cleared. Permit & plastic signs cost approximately \$10.00. Please ask about barricades that are for your use. The American Building HOA has some barricades as back up that are stored in the electrical room.

Expenses

A \$250.00 Move-in and Move out fee will be charged to the homeowner.

Failure to notify the management company of a move is subject to a \$500 fine.

If the Association is required to do cleanup after move, a minimum charge of \$50.00 will be applied.

The elevator is limited to a load capacity of 1,000 pounds. If the elevator is overloaded or damaged in the moving process, then the owner of the unit conducting the move will be responsible for the cost of putting the elevator back into service.

PLEASE KEEP THIS MOVE IN/OUT POLICY INFORMATION FOR FUTURE REFERENCE

Property Manager: Affinity Group Inc. 1868 Knapp's Alley, Suite 208, West Linn OR 97068
www.AffinityGroupOregon.com 503-635-4455, 503-412-2404, FAX 503-631-8672.