

MOVE-IN & MOVE-OUT FORM

Per Policy Resolution #08-22-17: Move-in and Move-out Procedures and Fees, the enclosed form must be filled out if you are planning on moving-in or moving-out of the building.

MOVING: IN OR OUT

UNIT#: _____

PHONE#: _____

NAME: _____

EMAIL: _____

- **All moves in and/or out of The 410 Condominium shall occur between 9am and 6pm, Monday through Friday and between 10am and 4pm on Saturday.**

Please specify the date and time of your move: _____

If you wish to request a date and time during non-approved days and times, please provide your requested date and time: _____

- **MOVING IN:** Each unit owner moving **in** to a unit must pay a \$100.00 non-refundable move-in fee and a \$200.00 refundable security deposit. Payment of fees must be made at least one week prior to a scheduled move. The move-in fee shall be a one-time fee charged to all unit owners and residents who move in to a unit in The 410 Condominium.

- **MOVING OUT:** Each unit owner moving **out** of a unit must pay a \$100.00 non-refundable move-out fee and a \$200.00 refundable security deposit. Payment of fees must be made at least one week prior to a scheduled move. The move-out fee shall be a one-time fee charged to all unit owners and residents who move out of a unit in The 410 Condominium.

- I agree to abide by the Rules and Regulations that govern The 410 Condominium.
- I understand that Cavalier Management, Inc. is to be notified a minimum of one week before a move occurs.
- I am aware that any questions I may have concerning move-in and/or move-out procedures can be found in Resolution #08-22-17: Moving (In and/or Out) Procedures and Fees.
- I understand that damage to common elements (hallways, light fixtures, entryways, etc.) must be reported to Cavalier Management, Inc. as promptly as possible. Damage to common elements occurring during a move will be deducted from the security deposit, including costs relating to cleaning.

Printed Name

Signature

Date

Please mail or drop off:

- 1) Completed Moving Form
- 2) Two separate payments (check or money order only), each made payable to "The 410 Condominium", one in the amount of \$100.00 and another in the amount of \$200.00 to:

Mail: The 410 Condominium, P.O. Box 370, Dumfries, VA 22026
Drop-off: Drop box outside of Unit 24 within the building