



**■ MOVE-IN/MOVE-OUT/DELIVERY FORM**

**Name:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**Please be advised that I will be**

- Moving in
- Moving out
- Expecting a delivery

**On (Date)** \_\_\_\_\_

**From (Starting time)** \_\_\_\_\_

**To (Finishing time)** \_\_\_\_\_

I agree that I am allowed a maximum four-hour time period per day to complete my move/delivery. I understand the elevator will be padded and reserved at the times I have listed above and cannot exceed said period of time. If scheduled move times are ignored and the move starts early or ends late, my moving security deposit will be forfeited.

**Please note that you can only book a move/delivery for the following:**

- 9:00 a.m.- 1:00 p.m. Monday-Saturday
- 1:00 p.m. - 5:00 p.m. Monday-Friday

**Deposit fee (Not required for deliveries)**

Along with this completed form, I am forwarding a non-returnable fee of \$300.00 and a refundable deposit of \$500.00 in the form of cash or certified funds made payable to the River North Commons Condominium Association.

I have read the moving rules and fully understand my obligation and agree to abide by the rules as presented.

\_\_\_\_\_  
**Signature**

No moves/deliveries will be scheduled unless this form has been signed and returned at least 5 days prior to the proposed move/delivery.