



## 1027 ARCH STREET LOFTS

### POLICY FOR MOVE-INS & MOVE-OUTS

1. Please contact Orens Brothers Real Estate, Inc. at 215-222-4412 to arrange your move-in or move-out. You must give at least 2 weeks notice of your move so that preparations can be made.
2. **HOURS TO MOVE-IN/MOVE-OUT: Limited to Monday through Sunday 8 am - 8 pm.**
3. **MOVE-INS/MOVE-OUTS:** Owners are responsible to send a security deposit of **\$350.00** to the Management Company prior to both move-in and move-out date for tenants and themselves to cover any potential damage. This deposit will be returned, less any damage costs, after an inspection of the move-in or out. Any damages and/or clean-up will be deducted from the deposit.
4. **RESIDENTS MOVING INTO OR OUT OF THE BUILDING MUST NOT LEAVE THE MAIN DOORS OF THE BUILDING OPEN OR UNATTENDED AT ANY TIME.** Leaving the doors open and unattended jeopardizes the security of the building. ***If using a moving company, the movers must be instructed to follow this and all moving rules of the building as well.*** When bringing your belongings in or out of the building, you must designate someone to close the doors behind you or your movers **EACH TIME.**
5. The North (left) elevator is the **only** elevator to be used for move-ins and outs and the elevator must be reserved for this. Reservations can be made with the Management Company at (215) 222-4412 or (215) 387-0800.
6. ***Violation of any of the move-in and move-out rules as outlined above is grounds for the full or part of the security deposit to be kept. If we do not receive the security deposit prior to move-in or move-out, the Association will fine the unit owner and the fine(s) may be transferred to the tenant(s).***

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### ACKNOWLEDGEMENT

By signing below, I agree to the following:

- A. I have received the 1027 Arch Street Condominiums Resident Handbook and a copy of the moving policy for 1027 Arch Street;
- B. I agree to send the \$350.00 security deposit to the Management Company prior to my move in and move out date as outlined in the Move-in/out Policy;
- C. I will comply with the rules and regulations of the building;
- D. I understand that the Executive Board of the 1027 Arch Street Condominium Association reserves the right to make changes to the rules and regulations of the building at any time and that all owners and residents will be notified of any such changes.

Resident Name (PRINT): \_\_\_\_\_ Unit #: \_\_\_\_\_  
Resident Signature: \_\_\_\_\_

Contact Diane Holz, Property Manager, with questions/concerns at (215) 222-4412, x106