

Fairview Place Lofts HOA
Move In/Out Policy for Owners and Tenants
Effective July 1, 2008
Revised for clarity on 6/24/09

The following policy has been adopted to protect and maintain the owner's property values from damage created through Owners and Tenants moving into and out of the building including normal wear and tear.

Scheduling a Move and Required fees and deposits

1. Leases Required: Fairview Place Loft (FPL) owners that rent out their units must provide a mutually executed copy of any and all Lease's to the current Property Management Company & FPL HOA prior to scheduling a move-in, in order to gain approval. The Lease must include the Tenant's name, the length and terms of the Lease, and contact information for the Tenant. Note: Units may not be leased for less than 180 days (6 months).
2. To schedule a move-in or move-out, please contact the current Property Management Company or FPL HOA. Moves must be completed between 8:00am and 7:00pm on the date agreed to by the parties and must be scheduled at least one week prior to the expected date of the move. Moves will be scheduled in 4 hour blocks. This time is being reserved for the move and allows for access to the elevator, if the elevator is necessary. If a move will require more than a 4 hour block of time, an extension will be considered.
3. In order to schedule and receive approval for any move by Owners or Tenants, the unit owners must submit a completed "Move In/Out" form available from the current Community Management Company or FPL HOA Board member and pay the move-in or move-out deposit and fee (see move-in deposit schedule below). All moves that occur without approval by the current Property Management Company or the FPL HOA are subject to a fee of up to \$200.00. This fee will be charged to the assessment account of the current owner of the unit, and is non-refundable. Prior to Tenant beginning their move during their approved 4 hour time block, Owner or Tenant will be expected to complete a pre-move inspection form. This will serve as acknowledgement of the existing condition of common areas and serve as the comparison point for the post-move inspection. Upon the completion of the scheduled 4 hour time block, the Owner or Tenant will be expected to complete a post-move inspection form. At this time any damage that occurred during the Tenant's move will be noted. Any and all damage incurred during the 4 hour block scheduled will be the sole responsibility of the unit owner and must be repaired at the unit owner's expense.
4. The move-in and move-out fee and deposit schedule for Owners and Tenants is as outlined below and must be paid by the current unit owner prior to the move-in or move-out.

These fees and deposits are applicable to both move-ins and move-outs

ALL CHECKS ARE TO BE MADE OUT TO "FAIRVIEW PLACE RESIDENCES"

- a. \$150.00 non-refundable move-in or move-out fee paid in certified funds or a check from the owner for a lease of 12 months or more (cash is not acceptable).
- b. Sold Units: The \$150.00 fee will be collected automatically from both the seller and buyer at the closing. The completed forms and damage deposit apply as outlined.
- c. An additional damage deposit check for \$250.00 is also required and will be returned upon completion of the proper move-in or move-out form if no damages are noted. If there are damages the check will be deposited into the associations account to help pay for the needed repairs. If the repairs are less than the deposit of \$250.00 a refund along with the repair receipts will be sent to the owner. If the damages are more than the deposit of \$250.00 the difference will be added to the owner's assessment account and must be paid with the next regular monthly assessment payment. The owner will receive written notice of the amount to be assessed and copies of all repair receipts.
- d. A \$200.00 non refundable move-in and move-out fee paid in certified funds or a check from the owner is required for all leases whose terms are for less than one year or any unit for which no lease was given in advance as required (section 1. above). The damage deposit and process remains the same.

Use of the Elevator

1. Moves involving the elevator must use all elevator pads and the elevator key to properly stop the elevator doors from closing while loading. The maximum load for the elevator is 3,500 lbs. Damage to the elevator may occur if doors are propped open. Elevator keys will only be distributed upon the approval of a scheduled move, the receipt of the appropriate move-in or move-out deposit, and the completion of the pre-move inspection form. Do not exceed the posted elevator weight limit. All costs associated with damage that occurred during a scheduled and approved move-in/move-out or one not scheduled nor approved will be the sole responsibility of the unit owner.

Moving Trucks and Equipment

If a personal (friends/family) or professional moving company is being used, please submit all relevant contact info along with the move-in/move-out form. Moving trucks, personal or professional, must not block access to any garages or cars parked in the lot. If this cannot be avoided, do not leave the vehicle unattended as it may need to be moved as to not inconvenience other residents.

1. Moving dollies and carts must have rubber wheels, or similar, to avoid damage to carpet and Common Areas. Any damage to carpet, walls, hanging fire extinguishers, windows, doors, lights, or other Common Elements of the property will be charged to the owner of the unit. This will be documented with the proper pre-move and post-move inspection forms. Any expenses incurred due to a move-in or move-out will be the sole responsibility of the unit owner.

Building Common Areas and Potential Damage

1. Smoking is not permitted inside the building common areas at any time.
2. All boxes or trash left after a move must be broken down and put into the recycle bins, dumpsters or hauled away. Any trash left as the result of a move may result in a charge to the unit owner in order to remove such trash.
3. Do not use building common areas as storage during a move. Move all items into the unit at once.
4. Do not prop open common area doors with anything that might damage the door's appearance or proper functioning. They are fire doors and fire door frames and repair or replacement of these doors/frames can exceed \$1,000. For example, using a rock as a doorstop will can scratch the doors (appearance) or damage hinges (functioning). If a building exterior door is propped open, it must not be left unattended. Our HOA liability insurance is based upon being a private-secured building (not open to general public) Our residents expect the privacy and safety associated with such a building. This action violates our building insurance policy and is a security hazard.
5. If any window screens are damaged during a move, whether they are common area screens or the unit screens, they must be replaced within 3 days. Non-compliance may result in a charge to the unit owner in order to repair/replace such damage.
6. Do not place any furniture, boxes or other moving materials on exterior landscaping. Any damage to landscaping may result in a charge to the unit owner in order to repair such damage.
7. Consider the stairwells a common area. Any damage done to stairwells may result in a charge to the unit owner.
8. Any damage documented to any building common areas during the move-in/move-out time block that is not covered by the move-in deposit will be added to the assessment account of the owner of the unit.

Contact information for the current Community Management company:

Colorado Association Services
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14142 Denver West Parkway, Suite 350
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