

Riverbend

At Leisure World Condominium

19385 Cypress Ridge Terrace
Lansdowne, Virginia 20176
703-724-7800 703-724-4345 (fax)

Move In __ Move Out __

TO: Moving Company: _____
FROM: Riverbend Management
SUBJECT: Scheduled Move _____

Elevator time for the above referenced move into Riverbend at Leisure World of Virginia Condominium has been scheduled for _____ **between the hours of 9:00 A.M. and 4:00 P.M.**

In order to ensure that all scheduled moves may be accomplished without interference, the following procedures must be followed:

1. The building engineer will meet you at the loading dock behind the building when you arrive.
2. The elevator schedule must be strictly adhered to. If the mover is more than thirty (30) minutes late the Building manager reserves the right to forfeit the reservation.
3. **If the mover arrives at an hour in the day that the Management Office feels does not provide adequate time for the move to be completed prior to 4:00 p.m. the management reserve the right to forfeit the reservation.**
4. Mover and/or Homeowner and the Engineer will inspect the elevator, floors, walls, and doors before and after the move. **Report to Management Office when move is completed.**
5. The mover must cover the carpet in the corridor from the elevator to the unit door with masonite floor protection. The mover must also protect the walls with koroflex. This material is available in the building for use by all moving companies. A move may not commence until these protective materials are in place. The protective materials must be picked-up and stored at the Loading Dock after the move is completed.
6. **The mover must provide a Certificate of Insurance** making Riverbend at Leisure World of Virginia Condominium as named insured **prior to the day of move.** Coverage must include *Comprehensive General Liability* coverage for *Bodily Injury and Property Damage* in the amount of not less than one million dollars (\$1,000,000). In addition, *Automobile Liability* coverage for *Bodily Injury and Property Damage* in the amount not less than one million dollars (\$1,000,000) must be provided, as well as *Workman's Compensation* in accordance with Statutory requirements. A move may not commence without this. State resident's name and unit number on form.
7. **All moves must be completed by 4:00 p.m.** **Please communicate this to your moving van driver.** If the move is not completed within the allotted time, the mover may be required to yield the elevator to a subsequent mover on the schedule.
8. Damage to Riverbend property, by the mover, could result in damage charges imposed on the moving company.
9. Failure to follow the procedures outlined in this notice could result in additional charges or penalties (additional penalties are assessed at a rate of \$55.00 per hour until compliance with these regulations has been satisfied by the moving company). Please make check out to Riverbend.

These rules and requirements have been established by Riverbend in order to ensure all movers receive equal and equitable consideration; and that the moving process remains on schedule for all residents. Please abide by the regulations so that your move can be completed smoothly, efficiently, and on time.

Authorized Name

Authorized Signature

Date

Updated July 23, 2010

ELEVATOR CHECK-IN

Mover/Resident

Staff

- A) **Pre-Inspection** By: _____
- B) Pads Installed By: _____
- C) Elevator Locked-Off By: _____
- Time: _____

INSPECTION – AFTER MOVE

ELEVATOR CHECK-OUT

Mover/Resident

Staff

- A) **Move/Del. Complete** By: _____

Form returned to Mgmt Office
- B) Final Inspection By: _____
- C) Protective Material Returned By: _____
- D) Elevator Returned to Service By: _____
- Time: _____

OFFICE USE ONLY

- Move-In Fee Received
- Settlement Sheets Received
- Certificate of Insurance Received