

Riverbend

At Leisure World Condominium

Move In _____ Move Out _____

19385 Cypress Ridge Terrace
Lansdowne, Virginia 20176

703-724-7800 703-724-4345 (fax)

TO: _____ Unit # _____

All moves at Riverbend at Leisure World of Virginia must be scheduled with the Management Office. The freight elevator will be reserved for your move. Moves are allowed between the hours of 9:00 A.M. and 4:00 P.M. Monday through Friday. THERE ARE NO EXCEPTIONS TO THIS RULE. All unscheduled moves will be turned away. Management is authorized to stop a household move that has not been properly arranged in advance or that is being done in a careless, destructive or otherwise unauthorized manner.

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. Management reserves 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.** If the move is not completed within the allotted time, the mover will be required to yield the elevator.
8. Damage to Riverbend property, will result in damage charges imposed on the resident/ and or moving company.
9. Failure to follow the procedures outlined in this notice will 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).

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 .

Resident Name (PRINT) _____

Resident Signature _____

Date _____