

Riverbend

At Leisure World Condominium

Move In _____ Move Out _____

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

SELF MOVE

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.**

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 Manager 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 carpet in the corridor from the elevator to the unit door must be covered with masonite floor protection, and the hallway walls must be covered with koroflex. This material is will be installed by the Building Engineer for self moves. The cost is \$55.00 per hour for installation and removal of the materials. **A move may not commence until these protective materials are in place.**
6. **The mover must provide a deposit in the amount of \$1,000.00** written out to Riverbend at least 10 days prior to the scheduled move. The deposit must be in the form of a certified check. **A move may not commence without this.** If there are no damages the check will be returned within a week after the move. If damages exist the cost of replacement and or repairs will be subtracted from the deposit.
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. 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