

## **MOVE IN/OUT RULES & REGULATIONS**

### **THE HEALEY BUILDING, A CONDOMINIUM**

EFFECTIVE 2010

In order to insure that the move is smooth for the incoming or outgoing resident it is important that the resident schedule the move **ONLY** after checking with the property management to insure the freight elevator is available and that it is not out of service for maintenance.

**Property Manager: Alexandra Coffman**

**Community Management Associates, Inc. (CMA)**

**1465 Northside Drive, Suite 128**

**Atlanta, GA 30318**

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To protect the resident, the Healey Homeowners Association and Healey Building, L. P. the following procedure **MUST** be followed during a move in or out:

- The resident/homeowner must provide CMA proof of their homeowner's insurance coverage or renter's insurance coverage. No exceptions.
- The mover must provide CMA with proof of workman's compensation, and liability insurance. (Under current Georgia law companies with two or less employees do not need workman's compensation.)
- However, said company must write a letter on company stationery and present to The Healey Condominium Association c/o CMA that they are a company of two or less employees doing business in the state of Georgia.
  
- Moving is allowed Monday – Sunday 10:00 AM to 4:00 PM
- Moves are not allowed on holidays
- Only the freight elevator may be used for moving items in or out. Passenger elevators are for passenger use only. **AGAIN**, passenger elevators are for passenger use **ONLY**. If multiple trips are required over an extended period (more than one half of a day) the elevator must be returned to the lobby between trips.
- Moving vehicles must park in area the City of Atlanta designated by management and **NOT** block ingress or egress to building or grounds.

- Items must be moved from van to elevator to unit or from unit to elevator to van. Items may not be off loaded onto grounds, lobby, or hallways.
- Unit owner is responsible for the behavior, actions and cooperation of the moving company employees.
- Unit owner is responsible for the tenant in case of a leased unit.
- All packing boxes must be broken down and placed in the lower level trash room or dumpster.
- No packing boxes may be left in hallways, or stairways.

I have read and understand the rules and regulations stated above and agree to abide by them

Signed

Date

Telephone

### MOVE IN / OUT REQUEST

Name:

Unit:

Requested Date of Move:

Hours of move: From

Signature of Resident \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: Signature \_\_\_\_\_ Name: \_\_\_\_\_