

## MOVE IN/OUT RULES & REGULATIONS

### THE HEALEY BUILDING, A CONDOMINIUM

EFFECTIVE 2020

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: Chinasa Onyebueke**

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

**1465 Northside Drive, Suite 128**

**Atlanta, GA 30318**

**Tel.: 404-835-9210**

[conyebueke@cmacommunities.com](mailto:conyebueke@cmacommunities.com)

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: \_\_\_\_\_