

# Hampton Hall Condominiums

## Move-In/Out Procedures

(v. June 2022)

- 1) **SCHEDULING.** All Hampton Hall moves must be pre-scheduled and approved by either Management or the Facilities Director. Coordination and communication are essential to minimize scheduling and parking conflicts between contractors and residents' vehicles accessing the same corridors. Please plan accordingly as no more than one move will be allowed on any date.
  
- 2) **MOVING DAYS/HOURS.** \*Regular hours include:
  - Monday through Friday (8 AM – 3 PM)
  - Saturday (9:30 AM – 2 PM)
  - **No moves are permitted on evenings or Sundays.**
  - *\*If your move is outside of regular hours, you will need advanced approval from management or the Facilities Director. Overtime moves and hourly fees may apply and will depend on staff availability.*
  
- 3) **RULES.**
  - a. A sign with your Unit #, Name, and contact phone number must be visible on your moving vehicle(s) when parked on Hampton Hall's premises.
  - b. Please restrict move transport to Hampton Hall's Rear Entrance (by the rubbish enclosure). Bulky items are not permitted for transport through the Main Entrance/Lobby or Parking Lot entrances.
  - c. Building doors must not be propped open when unattended.
  - d. All heavy or bulky items must be transported by the Freight Elevator. Do not use the passenger elevators for moving bikes, scooters, carts, or furniture.
    - i. *\*\*Please remember to MANUALLY close the Freight Elevator's interior retractable gate upon entering/exiting the cab. The elevator will not operate when doors are not fully closed!*
  - e. Moving firms must submit certificates of insurance to the Management and Facilities Director showing that they carry general public liability coverage in a minimum amount of \$300,000 single limit bodily injury and property damage, completed operations insurance, workers' compensation insurance, and automobile liability coverage.
  - f. The unit owner is responsible for the security of the building during their move (or the move of their tenant) and any damages to Hampton Hall, its grounds, or the property of other unit owners or residents. Please refer to the Resident's Manual for additional information.

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**UNIT #:** \_\_\_\_\_

**REQUESTED MOVE DATE(S):** \_\_\_\_\_

**(For office use only) Approved by:** \_\_\_\_\_

I, \_\_\_\_\_ (print name), of Unit # \_\_\_\_\_ acknowledge and accept the aforementioned terms for moving in/out of Hampton Hall Condominiums. I understand that failure to comply with Hampton Hall's Move-In/Out Procedures will result in fines to the unit owner.

\_\_\_\_\_  
Signature of Owner or Tenant

\_\_\_\_\_  
Date