

## Hampton Hall Moving Policy & Agreement

The following requirements apply to all moves, whether you hire a professional or do the work yourself.

- Every move must be scheduled and approved at least one week in advance with Rj Community Management or the facilities manager. **There are no exceptions.** You also need to sign and submit this form for approval. To find a copy on Hampton Hall's community [portal](#), click on Documents on the left side of the page, click again on Governing Documents, and scroll down to the move-in/move-out policy. The full portal address is [https://portal.rjcmgt.com/home\\_v2/Login](https://portal.rjcmgt.com/home_v2/Login).
- The facilities manager plans and supervises the logistics of all moves.
- Owners must ensure tenants arrange their moves in advance and follow all rules.
- Moving hours are **Monday through Friday from 8:00 a.m. to 3:00 p.m.** If requested in advance, your move can be done during overtime hours: **Monday through Friday from 3:00 to 6:45 p.m., and Saturday from 9:30 a.m. to 2:00 p.m.**
- A fee of \$50 an hour is charged for moving during overtime hours. There is a minimum two-hour charge.
- Moving isn't permitted at night, or on Sundays or holidays. If you can't complete your move on the scheduled date, you'll need to ask your moving company to hold your items until the next available day — and notify management.
- A sign with your name, unit, and a contact phone number must be displayed on the moving vehicle.
- Everyone must load and unload items through the back door near the trash and recycling sheds, not the front door or the side door off the parking lot. You also must notify owners of the three vehicles who park next to that door of your move.
- You may transport items only on the freight elevator, not the passenger elevators. The parking lot and all entrances are monitored by security cameras. (Also, remember to close the freight elevator's manual gate and shut the door. No one on another floor can request the elevator if its door or gate is left open.)
- Please consult the residents' manual for instructions on delivery of large items and disposal of cardboard and other bulky trash.
- Moving companies must submit these documents to Rj or the facilities manager before the day of their move: certificates of insurance proving they carry general liability coverage at a minimum of \$300,000; single limit bodily injury and property damage coverage; a completed operations policy; workers' compensation; and automobile liability coverage.
- To keep the building secure, don't leave outside doors propped open and unattended. Owners and their tenants are responsible for damage their move causes to the building, its grounds, or the property of other unit owners or residents.
- Breaking these rules may result in fines from \$50 to \$250 for each violation.

**UNIT NUMBER** \_\_\_\_\_

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

I, \_\_\_\_\_ (print name) of Unit \_\_\_\_\_, acknowledge and accept the above terms for moving in or out of Hampton Hall Condominiums. I understand that failure to comply with Hampton Hall's move-in/move-out policy will result in fines to the unit owner or tenant.

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

\_\_\_\_\_  
Date

**(For Office Use Only) Approved by** \_\_\_\_\_