

## Move-In/Out Checklist

### Section I: To be completed by party moving.

#### Instructions

Complete this section of the form and submit it to a board member or an agent designated by the board prior to beginning your move. Please refer to the Move-In/Out resolution, Resolution 20080317-1, for more details about this process.

Name(s) of person moving \_\_\_\_\_  
\_\_\_\_\_

Unit Number \_\_\_\_\_ Renter? \_\_\_\_\_

Date of Move \_\_\_\_\_ (MM/DD/YYYY)

Time of Move from \_\_\_\_\_ until \_\_\_\_\_

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### Section II: To be completed by a board member or appointed agent.

Check when completed.

Moving party has paid the security deposit? \_\_\_\_\_

Moving party has paid the moving fee? \_\_\_\_\_

Moving party has obtained the elevator key and pads? \_\_\_\_\_

Inspection of any and all affected Common Elements has happened prior to the move noting any existing damages? \_\_\_\_\_

Inspection of any and all affected Common Elements has happened after the move noting any new damages? \_\_\_\_\_

Moving party has returned elevator key and pads? \_\_\_\_\_

Punch list of damages noted prior to the move

Punch list of damages note after the move

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

(Use back side if necessary.)