

The Saratogan

14345 Saratoga Avenue, Saratoga, CA 95070

MOVE IN/MOVE OUT POLICY AND PROCEDURES

Please read this document carefully. The purpose of this document is to facilitate moving in and out of the building while protecting the common property and minimizing disruption and inconvenience to residents.

Unit owners or a representative for the Owner must be present at the time of the move to oversee the moving process. Unit Owners are responsible for notifying residents of the move at least 2 days in advance by posting a notice on the community bulletin board.

PRIOR TO YOUR MOVE

Please contact Compass Management at (408) 226-3300 at least seven (7) business days in advance to schedule your move. You must also submit a Move-In/Move-Out Agreement (See last page of this document) at the time you schedule your move.

FEES AND SCHEDULING

You must schedule your move-in/move-out date and start time. At the time you schedule your move, you must sign and submit the Move-In/Move-Out Agreement stating that you understand a refundable deposit of \$300 is required to defray any Special Individual Assessments imposed in relation to damage or violations that occur during the move. The refundable fee must be delivered to Compass Management at least three (3) business days prior to the scheduled move-in/move-out date. Failure to submit the Move-In/Move-Out Agreement or to deliver the moving fee to Compass Management will result in a fine of \$200, in addition to the \$300 refundable fee.

The refundable deposit is applicable to all damage, repair, and cleaning of the Common Areas, losses, and other liabilities and charges incurred as a result of the move. All walkways, stairways, wall areas, elevator, landscaping, and lighting fixtures are to be reasonably protected along the entire moving path.

Additionally, the unit Owner accepts complete responsibility for the cost of any damage, repair, cleaning, losses, or other liabilities that may exceed the amount of the deposit.

TIMES YOU MAY MOVE

All moves must be completed between the hours of 9:00 a.m. and 7:00 p.m., Monday – Saturday; 10:00 a.m. and 5:00 p.m. on Sunday, except for the following days: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day.

YOUR MOVING COMPANY

Please choose the moving company carefully. As the unit Owner, you are responsible for any damage done to the Common Areas during the move. Because of this liability, it is important that the moving company carry its own insurance for such damage.

PARKING

Parking areas for temporary parking of moving trucks and vehicles is limited. Please be aware that moving trucks may be asked to move to accommodate resident access to garages or parked vehicles.

BOXES AND PACKING MATERIALS

All boxes, packing materials, debris, and other move related materials must be carried off-site. The trash and recycle containers may not be used for disposing moving materials.

Any moving related debris left in or next to the trash or recycle containers will be subject to a removal charge and the unit Owner will be required to cover the cost of having a contractor remove the debris.

AFTER THE MOVE

Once the move is completed, an inspection of the common property will be conducted and any damages to the common property arising from the move will be recorded. The Saratogan reserves the right to charge the unit Owner for all damages that exceed the \$300 deposit. Any additional charges will be posted to the unit Owner's account as soon as estimated repair costs can be determined.

Unit Owners must ensure that the common property is left in a neat and tidy condition after a move. In the event that proper cleaning arrangements are not made, The Saratogan will undertake the necessary clean-up, and all costs will be charged back to the unit Owner.

Please remember that the intent of these guidelines is to assure the enjoyment of all and to minimize damage to the Common Areas. Thank you for your efforts and consideration.

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Resident Move-In/Move-Out Agreement

Please read, sign, and return this Move-In/Move-Out Agreement to Community Management Services PRIOR to beginning any move.

As Resident and/or Owner, I have read the Move-In/Move-Out Policy and Procedures for The Saratogan. I understand that a refundable fee of \$300 must be delivered to the Compass Management Office three (3) business days prior to the scheduled move-in/move-out day. The fee is applicable to all damage, repair, cleaning, losses or other liabilities and charges incurred as a result of the move. Additionally, the unit Owner accepts complete responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit.

Owner Name

Owner Signature

Unit Number

Move-In/Move-Out Date(s)

Tenant's Name (if applicable)

Tenant's Signature (if applicable)