



## **MSG MOVING POLICY**

- Moves are permitted within following time periods:
  - Monday – Friday: 9am – 5pm
  - Saturday: 10am – 8pm
  - NO MOVES ON SUNDAY
- All moves (move-in and move-out) should be scheduled five business days in advance of the respective move with the MSG management office (Jimmy Melendez, 703.591.6520)
- A check or money order in the amount of Three Hundred Dollars (\$300.00), made payable to Main Street Condominium Association must be submitted along with the MSG Moving Request Form, as well as a UCIF (Unit Contract Information Form) and HUD1 Settlement Form or Lease Agreement (6 month minimum), if applicable and to include the Main Street Green Condominium Lease Addendum, to the MSG management office before the scheduled move in date.
- At no point will items be moved through the MSG lobby. Movers are to unload and load vehicles at the rear entrance (loading pad) of the building on the first floor.
- Movers will limit move activities to only the freight elevator located in the rear of the building. At no point will movers use the lobby passenger elevator.
- Movers are required to use a wheeled cart and/or carry all items throughout the Condominium hallways. At no point will movers drag items throughout the hallways.
- Moving-related trash (moving boxes, packing materials, etc) are not to be left in the Condominium trash rooms. Trash associated with moves should be broken-down and directly deposited in the MSG dumpster located at the rear of the building.
- Movers are responsible for disposing of all bulk trash items - couches, large chairs, tables, desks, etc. Movers should arrange for bulk trash pick-up or if necessary seek out the assistance of the management office. Movers are responsible for all expenses associated with the removal of bulk items.
- Any damage to the Condominium incurred throughout the course of a given move should be reported to the management office. A unit owners' condominium fee account will be debited for excessive damages that are not reported, and will subsequently and forthrightly be provided a copy of all applicable repair bills upon receipt by the Condominium.

## **MSG MOVING ASSESSMENTS**

- Lease violation (failure to submit): \$50
- Lease Addendum (failure to submit): \$50
- Moving Fee violation (failure to submit): \$50
- Moving without making arrangements with management office: \$50
- Moving through the lobby: \$50
- Moving outside of the permitted times: \$50