



MARINA TOWER ASSOCIATION

550 Front Street
San Diego, Ca 92101

Phone: 619.533.7960
Fax: 619.533.7964

MOVE-IN/OUT POLICY

1. When moving in or out, residents must coordinate their schedules and book an elevator with the Concierge at least ***one week in advance***. Exceptions will be accommodated, if possible. A non-refundable charge of \$250.00 per move and a refundable deposit of \$500.00 per move (payable to Pinnacle Marina Tower Association) must be submitted along with the Elevator Reservation Application to confirm the booking. To ensure full return of your deposit, each resident will be accompanied by a member of the Pinnacle Marina Tower Association's staff on a pre- and post- inspection of the areas that are in the path of the move.
2. Moves must take place on weekdays 8:00 a.m. - 4:30 p.m., with the exception of major holidays. Weekend moves are prohibited. The elevator protective padding and floor mats will be put up by the Association's agent and must remain in place throughout the entire move time.
3. Prior to any move, residents shall provide Management with a certificate of insurance for worker's comp and liability insurance with minimum limits of \$1,000,000 from the moving company, naming Pinnacle Marina Tower Association as an additional insured.
4. In the event that you find it necessary to move or have items delivered that require two or more persons to transport, all Moving and Furniture Move guidelines must be followed.
5. All floor areas are to be protected along the entire moving path with carpet runners, or similar protection from the building entry to the unit. Protective coverings must be removed and the floor cleaned by the end of your scheduled time.
6. Moves will not be allowed through the lobby ***at any time***.
7. All trash must be carried off-site by the resident or moving company. The building's dumpsters may not be used for disposing of debris.
8. All personnel involved with a move will be required to sign in and out at the Concierge Desk.
9. Residents who wish to move without using a professional moving company may do so providing they meet all the requirements of moving companies.
10. Charges in addition to the move fees: the Board of Directors reserves the right to charge the owner for all damages noted in the post-inspection report that exceeds the \$500 deposit. These charges will be posted in the owner's account as soon as estimated repair costs can be determined. A penalty of \$500.00 will be charged to the owner's account, if it is determined that a move occurred without the proper coordination as specified in this policy.
11. Final Notification upon completion of the post-inspection: Written notification will be provided to the unit owner including a copy of the inspection check-list and a description of any and all damages incurred from the move-in/out activity. If no damages are incurred, the original \$500 deposit will be returned to the owner.

PINNACLE MARINA TOWER ASSOCIATION
MOVE-IN/OUT ELEVATOR RESERVATION APPLICATION

Unit Owner's name

Unit Owner's Phone Number

Tenant's Name (If applicable)

Tenant's Phone number

Unit Address

Date of Move

Check one: ☐ Delivery

☐ Move In

☐ Move Out

Move to take place from: _____ AM/PM to _____ AM/PM.

(Must be between the hours of 8:00 AM - 4:30 PM, Monday - Friday ONLY; no major holidays)

If you are Moving Out, please provide an address to which you would like your deposit returned:

AGREEMENT

The owner agrees, except as a result of the active negligence of the Association, to indemnify, hold harmless, and defend the Association from any claims, losses, expenses or any costs whatsoever including, but not limited to, those resulting from bodily injury, including death and/or damage to property of third parties, the Owner/Resident, the Association, its owners, directors, officers, employees and agents, arising out of the function reserved herewith.

I assume responsibility for elevator use by my tenant, _____

Tenant name

who may be contacted at _____, and who resides in unit # _____.

Phone number

Unit #

I certify that I am the owner of the above unit and have read and understand the Move-in/out Policy and agree to assume full responsibility thereof.

Owner of Unit: _____

Date _____

Signature of Owner

INSTRUCTIONS: Complete and submit this form to the Concierge at least one week in advance of the move with a check for \$250 and \$500 payable to Pinnacle Marina Tower Association. The Homeowner is responsible for ensuring all fees are paid. Forms should be mailed, faxed, or hand delivered to:

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