

Richmond Terrace Moving (Move-In/Move-Out) Policy

Scheduling the Move: Move In/Move Out must be scheduled a minimum of three (3) days in advance with the Property Manager. The Owner (or Tenant or Contractor) must make arrangements to pick up the Move In/Move Out materials and key.

Damage Deposit: All Owners (or Tennant or Contractor) are required to submit a moving deposit of \$100.00, The Damage Deposit will be refunded, provided this policy is adhered to, there is no damage to the common areas of the property and the elevator key and signs are returned to the Management Office. Heavy furniture and other items may not be placed on the landscaping during the move. The \$100.00 Damage Deposit is payable in advance to Richmond Terrace and delivered to the Property manager at 400 N Richmond Street, Appleton, WI 54911.

Hours Moving is Permitted: Move In/Move Out must be done between the hours of 8:00 a.m. and 8:00 p.m. to avoid disturbing other residents of Richmond Terrace.

Use of Elevator: Only Elevators 2 and 4 may be used for moving furniture and goods. Elevators 1 and 3 must remain available for residents use.

No Blocking Hallways/Stairs: No furniture or personal property may be left in common hallways or stairways due to emergency egress considerations.

Noise: Please be considerate of neighbors and avoid unnecessary noise when moving through the common areas.

Moving Vehicle Parking: Moving vehicles may be parked in the parking lot near Elevator 2 or on State Street near Elevator 4. When parking in the lot near Elevator 2, please take care not to use more space than necessary. Additional moving vehicles or the personal vehicles of those helping with the move may park on State Street.

Trash: Boxes must be broken down and flattened before disposing of them in the Recycling Bins. Packing materials such as plastic bags, foam blocks & foam peanuts are not considered recyclable and should be disposed of in the Trash Bins. Any other moving related debris (pallets, crates, etc.) must be disposed of off-site. In addition, furniture of any kind including mattresses, carpet, electronics, televisions, computers, appliances of any kind, tires, batteries, oil, auto parts or construction debris of any kind, must be disposed of off-site. The Trash Room is under camera surveillance, anyone disposing of inappropriate items will be fined.

Questions: Please call the Property Manager with any additional questions at (920) 831-7368.

I have received and read the Moving Policy and accept the terms listed here.

Signature

Date