

# JEFFERSON SQUARE CONDOMINIUM ASSOCIATION MOVING IN PROCEDURES & CHECKLIST

## Pre-Move Procedures:

- Fill out and return the Owner Information Form and send to CAMS per the instructions.
- Fill out and return the Move Application form to CAMS, along with the \$500 damage deposit, at least 10 business days before the move. Please note effective July 1, 2023, there will be a \$50 moving fee taken from the \$500 deposit.
- Notify CAMs at least 10 business in advance of planned move.  
**NOTE: There are no moves allowed on Sundays or Federal holidays, moves are allowed Monday through Friday from 8 am – 6 pm and Saturday from 9 am – 3 pm.**
- Please contact Doug Caldwell, via text, at 704-807-1322 at least 3 business days prior to the move so a welcome walkthrough and information session can be conducted.
- Advise Movers of parking guidelines, move procedures (below) as well as protection of hallways from dirt, debris, damage.
- Parking is allowed only on the right side of the driveway accessible from Church St. **NOTE: There is absolutely no parking in the 7th St. driveway.**
- Moving vehicles have precedence over all other vehicles using the driveway.

## Move Procedures:

- Parking is allowed only on the right side of the driveway accessible from Church St.  
**NOTE: There is absolutely no parking in the 7th St. driveway.**
- Moves are only permitted through the garage using only the padded elevator. **No moves are permitted through the front door of either building.**
- Garage doors may be held open by placing the lever in the OFF position. All other methods will damage equipment.
- The flooring from the elevator to the unit must be covered with drop cloths, or heavy-duty plastic or paper to protect the carpeting.
- Ensure hallways and doorways are kept free from furniture, boxes, and debris throughout the move.
- Parking garage carts are NOT to be used for moving.

## Post Move Procedures:

- Upon completion of your move, make sure that elevators and lobby areas are clean and clear of any moving debris.
- Break down all boxes and place in cardboard recycling container on the upper level of the garage near the 401 elevators. **NOTE: DO NOT PLACE IN THE DUMPSTERS, IN THE DUMPSTER ROOM OR BY THE GENERAL RECYCLING CONTAINERS.**
- Notify CAMs when move is complete.

**FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN FINES UP TO \$100 TO THE OWNER**