

Daisy Square Lofts Condominium Association  
Move Procedure

The following is the Move procedure at Daisy Square Lofts Condominiums. These regulations will be enforced without exception. Your Move date will be confirmed upon receipt by Leadership Management, Inc. of the completed moving form.

**Moves are charged a nonrefundable \$200.00-dollar fee AT THE TIME OF MOVE IN AND WILL ALSO COVER YOUR MOVE OUT. The Move fee and the Moving Form must be submitted to Leadership Management, Inc. at least one (1) week prior to your move date. If you move IN OR OUT without scheduling a date, the unit will be charged a \$200.00 fee plus any damages.**

1. If you or your movers damage Common Areas, you will be charged for all damages (actual cost of repairs) and / or (2) cleanup of debris and or break down of boxes (per hour cost of maintenance personnel)
2. All moves must be scheduled through Leadership Management, Inc. All moving dates are available on a first come first serve basis. Please call Dawn Bowman at (810) 735-6000 to schedule you move. NO EXCEPTIONS.
3. Moving times shall be Monday — Saturday 9:00 am — 6:00 pm. Sunday and Holiday moves are not permitted.
4. The unit owner / tenant must call Leadership Management, Inc. one week before their scheduled move date to confirm their move date and to obtain directions for parking the moving truck and obtaining elevator access. In addition, your moving company is required to provide Leadership Management with evidence of insurance listing Daisy Square Lofts Condominium Association and Leadership Management, Inc. as additional insured's before a move can take place. Please fax the required certificate to (810) 735-6009
5. All moving personnel must enter and exit through the designated areas only. Please note that cars and trucks are not permitted to idle their engines when parked by the building. All engines must be turned off while at the building. For security reasons, the designated doors shall not be left open without a person attending the area during the move.
6. All personal possessions must be taken directly from the moving truck to the elevator (or) vice versa. No items may be left unattended outside the elevator, in the residential corridors or in the upper floor hallway area in accordance with applicable fire regulations. **Do not lean anything against walls of hallways or elevators. Please make sure that heavy items and furniture are not dragged on carpeting or hardwood in the hallways and other common areas causing damage.**
7. **All boxes, packing crates, debris, large items and other moving materials must be broken down completely and placed in residential Trash Room. The unit owner/Tenant is responsible for clean-up of the Residential Elevator Vestibule and the Residential Trash Room. Prior arrangements must also be made with a rubbish company by the Unit Owner / Tenant for the removal of large items, if applicable.**
8. The Unit Owner / Tenant should review these moving procedures with their moving company prior to the moving date to avoid mistakes by moving company personnel, which could result in additional charges to the Unit Owner / Tenant. Any such charges shall not be the responsibility of the Association.
9. Please remember you are moving into a building with your future neighbors, so share the elevator with other residents as necessary during your move.

10. All pets must be registered with Leadership Management, Inc. Please contact Leadership Management, Inc. to obtain the Pet Permit Application and Registration Form.

11. Leases must be on file with management along with contact information

DAISY SQUARE LOFTS CONDOMINIUM ASSOCIATION MOVING FORM

Please retain page 1 of the Move procedures for your reference. Once your move is scheduled, return this form and your check for the Damage Deposit, made payable to Daisy Square Lofts

Condominium Association to:  
Leadership Management Inc,  
PO Box 307  
Hartland MI 48353

Date

\_\_\_\_\_

Unit Number

\_\_\_\_\_

Parking space if applicable

\_\_\_\_\_

Owners Name

Tenant Name

\_\_\_\_\_

Owners Name

Tenant Name

\_\_\_\_\_

Owner Home Number

Tenant Home Number

\_\_\_\_\_

Owner Work Number

Tenant Work Number

\_\_\_\_\_

owners Mobile Number

Tenants Mobile Number

\_\_\_\_\_

Owner/Tenant email address

\_\_\_\_\_

Current Address

\_\_\_\_\_

Address for monthly statements (If different from Unit address)

\_\_\_\_\_

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Please check: This is a Move In: \_\_\_\_\_ Move Out: \_\_\_\_\_

Date scheduled for Move

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Time of Move: From \_\_\_\_\_ to \_\_\_\_\_ AM/PM

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Signature of Owner or Tenant \_\_\_\_\_

Amended and adopted on 01/27/2017