

Moving Policy

Willow Park enforces strictly a \$250.00 moving fee.

Purpose

The \$250.00 fee pays for the repair of damage to the common elements of Willow Park that occurs during a move. Remaining Funds are used for general painting, carpet replacement, etc.

Policy

It is our commitment to apply this fee fairly and equally to all residents of Willow Park, therefore all changes of occupancy are subject to this fee regardless of the specific circumstances. Please do not ask for exceptions. To put it simply-if the occupants(s) of a unit change, whether through sale, change of renters or change of roommates-the Board of Directors consider this a move and will charge the unit the \$250 fee- no matter how many moves are associated with that unit.

Procedure

The following procedures must be followed in order to move in or out of Willow Park:

1. Moves may be conducted Monday through Saturday between the hours of 9am and 6pm.
2. You must schedule your move at least 48 hours prior to the move date by calling our management company, Delev Corp at (973) 785-0441 between the hours of 9am to 5pm and please provide the following: Your name and a contact phone number, the unit number, names of all unit occupants, the date of the move, whether you are using professional movers or moving yourself, and provide \$250 check payable to Willow Park Condominium Association.
3. Our manager will provide you with information regarding the proper rules of conducting the move.
4. There is a bolt lock on the top of one of the inner lobby doors. This door must be unlocked by Delev in order to allow the moving in of large pieces of furniture. The door will not be unlocked if the \$250 fee has not been paid.
5. Delev will hang elevator pads in the South Elevator (the elevator to the right as you enter the building) this is the only elevator to be used during your move. The other elevator is for the use of the tenants.
6. Please do not overload elevator. Too much weight breaks the machinery.
7. Furniture and boxes are not to be piled in the lobby nor leaned against any walls.
8. You are responsible for managing your move and any impact that this has on Willow Park. Please insure that the people, professional or otherwise, who are moving your belongings know all moving rules, that they behave properly while in the building and that they do not damage the building. Do not block hallways, stairwells or lobby with furniture or boxes. Upon completion of the move, you must call Delev so that they can lock the front door and collect the elevator pads. You are responsible for the elevator pad being returned to us. If any of the pads are missing, you are responsible for the cost of replacing them.

On the Day of the Move

Please call Delev if there is any change in your moving plans. Delev will unlock the double doors and hang the elevator pad no earlier than 9am on the day of your scheduled move. Delev will make a pre-move inspection of the lobby, elevator, hallway and stairwells leading to your unit. All boxes disposed of after the move should be broken down flat and left in the recycling room in the basement. Under no circumstances should you place any items on the street. Please insure that the front doors are closed immediately after the last articles are moved. Do not leave this up to the people moving you. After the move is completed, notify Delev. Delev will return to the building, lock the door, collect the elevator pads and perform an inspection of the building to ascertain if any damage occurred during your move.

After the Move

If there has been any damage to the building, any cost of repair in excess of \$250 will be charged to your unit. The owner will receive a bill for this extra charge within 14 days.

Unauthorized Moves

Please do not perform an unauthorized move. If any person moves in or out of a unit without proper notification and pre-payment of the \$250 fee as outlined the unit owner will be assessed the \$250 fee plus an additional \$100 penalty. This fee will appear on the unit's next maintenance bill. One consequence of having an outstanding debt of any amount to Willow Park is that the unit is not issued pool passes and does not have a vote at the annual association meeting.

MOVING INFORMATION FORM AND CHECKLIST

Unit Number _____

Date and Time of Move _____

Owner _____

Move Cleared with Owner? Yes/No

Name of Tenant Moving In/Out _____

Phone Number _____

Names of Occupants _____

Professional Movers? Yes/No

\$250 Fee Received? Yes/No Date _____

Procedures Explained Yes/No Date _____

Pre-Inspection Performed By: _____ Time _____
Comments: _____

Post-Inspection Performed By: _____ Time _____
Comments: _____