

## Bartlett Loft Homeowners Association

### Moving In/Out & Moving Deposits Policy

- Moving in or out by Owners/ Tenants **MUST** be communicated to the Management Company and scheduled no less than 4 days in advance of the move.
- A written approval form for moving will be issued to Owners/ tenants from the Management Company.
- If a security guard is available, a key may be secured with proper identification. A key will be available for move-in/out only.
- Unauthorized moves are subject to a fine.
- A **move in/out deposit** and a **move in/out fee** are required to be paid prior to the scheduled move.
- **DEPOSIT:** A *deposit* of **\$500.00** is required to protect the Association against property damage to any elevator and/or common area(s). Such deposit will be returned within seven business days after it has been determined there was no damage to the building or any common areas as a result of the move. In the event of damage, the applicable owner is responsible for all costs required to repair damages, and as such, is not limited to by the amount of the deposit. If repair costs are less than the deposit, a refund will be issued once repairs have been completed. **The deposit check is to be made out to *The Bartlett Loft HOA* no less than 48 hours prior to the event.**
- **FEE:** A non-refundable move in/out *fee* of **\$250.00** is to be paid to *The Bartlett Loft HOA* to cover the cost of cleaning and an administration fee for name changes to the entry system.
- **VIOLATIONS:** Violations are subject to the following fine: **\$750.00** fee for unauthorized moves, which is the same amount that would normally be paid in the form of deposit and fee if approved.

### Moving In/Out Schedule Policy

- All moving can only be done using the designated elevator only. Once scheduled, a move in/out can take place only during the following hours:
- Monday - Sunday, 8:00 a.m. - 10:00 p.m.
- **VIOLATIONS:** Violations are subject to a fine of **\$750.00** – Owners/Tenants remain responsible for all costs and repairs to any damages in common areas caused by move.



**Bartlett Loft Homeowners Association**  
**Move in/ Move Out Owner/ Tenant Communication Form**

Date Submitted: \_\_\_\_\_

Unit #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Tenant Phone Number: \_\_\_\_\_

Is this move regarding a sale or purchase of unit? \_\_\_\_\_

Or is there a change in tenant (same owner)? \_\_\_\_\_

I will be moving (choose one) IN \_\_\_\_\_ OUT \_\_\_\_\_

Date and time of move: \_\_\_\_\_

I have read and understand the Moving In/Out & Moving Deposits Policy and the Moving In/Out Schedule Policy.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

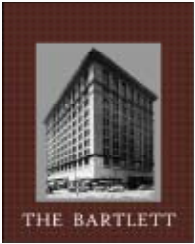
Name for Intercom Phone: \_\_\_\_\_ Phone # for unit: \_\_\_\_\_

If this move is a result of a sale, to what new address do you wish to have your refundable deposit mailed to?

\_\_\_\_\_  
\_\_\_\_\_

I have attached :

- A Deposit in the amount of \$500.00 in the form of a check or money order made payable to **Bartlett Loft Homeowners Association**
- A Non-Refundable Fee in the amount of \$250.00 in the form of a check or money order made payable to **Bartlett Loft Homeowners Association**



## **Park your moving truck in front of the Bartlett legally and avoid the risk of getting a citation!**

To reserve a parking space for your moving truck, call the Los Angeles Department of Transportation (LADOT) at 213.485.2298, between 5 a.m. and 1 p.m., Monday through Friday. Specify the metered spaces you will need for the truck, which are numbered 3156, 3155, and 3154 (in order, going from the lobby heading east toward Spring Street.) If the truck is large you might need all three metered spaces.

Temporary “NO PARKING” signs will be posted and any other vehicles violating these signs will be cited and towed, allowing your permitted moving truck to park from 9 a.m. to 3 p.m. However, this parking relaxation is superseded by the “NO STOPPING” periods of 7 a.m. to 9 a.m. and 3 p.m. to 7 p.m.

Payment for signs and meter fees must be made to LADOT as follows:

\$20 for signs, \$26.30 per meter, per day.

Spaces must be reserved at least 4 working days prior to the day you move. For more information, contact LADOT at 213.485.2298.

# *The Bartlett*

215 West Seventh Street - Los Angeles, California 90014

<http://www.thebartlettbuilding.com>