

Agreement To Move In or Out of 3750 North Lake Shore Drive

The Management Office must be notified of all large scale moving of residential furniture, personal effects, etc., whether from, to, or within the Building. A move should be scheduled as far in advance as possible to meet the needs of Residents and 3750. Residents anticipating a move should immediately contact the Management Office to reserve a moving date.

The Move-In/Move-Out Agreement is included at the end of this section. The fee for this \$200.00.

Moving may take place only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The service elevators will be reserved by the Management Office on a first-come, first-served basis. Passenger elevators may not be used for moving. Exceptions to this rule may be made at the Building Manager's discretion. Whenever the use of the top of the service elevators is required for the transportation of large items, ample advance notice is to be provided to the Management Office in order to secure the appropriate outside services.

Notwithstanding the foregoing, small articles of furniture and personal effects in cartons of the size which would fit in the trunk of a passenger car are not covered by the above rules. They may be moved in or out at any time using the service elevators.

If contractors or others require the use of a service elevator during a moving party's work period, such use will be allowed, but every effort will be made not to disrupt the move. Sharing and cooperation by all parties is expected.

If building elements or public areas of the Building are damaged during a remodeling or moving process, the entire cost of repairing, replacing or refurbishing the damaged property will be charged to the Resident engaged in the remodeling or move. Damage will be documented in a written report by the Building Manager or the Building Engineer and given to the Board of Directors. A copy of the report will be given to the Resident before costs are assessed. Residents may appeal the charge by requesting a personal appearance before the Board of Directors.

Any excessive cleanup resulting from a move or remodeling project will be billed to the Resident responsible. The cleanup will be performed by a cleaning service or hours of staff labor.

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Apartment Number: _____

Name(s) of Resident(s): _____

Moving Date Requested: _____

Moving Date Assigned: _____

Request for Rescheduled Date, To: _____

Date \$200.00 fee received: _____

Approximate Hours of Move: From: _____ to: _____

Approved (Resident Notified): _____
Building Manager

The undersigned agree that he/she/they have read the foregoing, and have also read the House Rules of 3750 Lake Shore Drive, Inc., and agree to comply with all conditions set forth therein.

Resident

Resident

Date