



## MOVING POLICY AND PROCEDURES

**SCHEDULING:** Must be scheduled with Management at least seven days prior to the preferred move date. Moves scheduled in less time will only be accommodated upon availability and will be charged a fee of \$100.00 by J&A Moving and Coordinating ("J&A"), the Association's move coordinating service. This fee is charged in addition to the \$175.00 move fee.

**HOURS:** Moves are permitted Monday through Saturday between 8:00 A.M. and 5:00 P.M. A window from 8:00 A.M. to 12:00 P.M. or 1:00 P.M. to 5:00 P.M. must be selected per move. Moves cannot be scheduled on a Holiday or on Sundays.

**DEPOSIT/FEE:** A \$250.00 check payable to Piazza Palermo OA is required as a holding deposit for move-outs only. A deposit is not required for move-ins. The deposit is processed if any damage reported by J&A. Deposits must be submitted by the Owner/Agent of the unit. If damage is reported, the unit owner will be called to hearing and charged the cost of repairs. A \$175.00 move fee is required and charged by J&A. They accept cash or credit/debit (\$5.00 fee for card payments). J&A will email an invoice and payment instructions to the email address provided on the move form at least 24 hours prior to the scheduled move date. The move fee covers a 4-hour minimum for the move coordinator to monitor the move and report damages to Management. If the move exceeds the 4-hour window scheduled, J&A charges \$35/hour for each additional hour thereafter.

**LEASE/RENTAL AGREEMENT:** A copy of the rental or lease agreement for rental units must be provided to the Association upon request.

**ELEVATOR PROTOCOL:** Your move elevator will be padded and locked down at the lobby floor. To use the elevator, hold down the button to your destination until the elevator doors close. Once closed, release the button and it will take you to the floor and stay on the floor. **DO NOT BLOCK THE DOORWAY OF THE ELEVATOR. THIS WILL CAUSE THE ELEVATOR TO SHUT DOWN.**

**PARKING:** There is no designated loading zone for moves. Move vehicles must park on either First Avenue or Front Street depending on the location of the elevator reserved for your move. Perimeter parking is metered by the City of San Diego. Please abide by parking enforcement outlined in street signs as they are strictly enforced by the City.

**COMMON AREAS:** No furniture, boxes, or items are to be left or stored in the lobby or propped against any walls. All items must be moved directly to and from the moving truck and unit. Lobby doors and common area doors/gates shall not be propped open. Ceiling panels may not be removed from the elevator cab. Under no circumstances may any type of furnishings or other belongings be dragged across the hallways or other common area floors.

**TRASH/CARDBOARD BOXES/DEBRIS:** At the end of the move, the hallways and elevator must be cleared of all debris. All cartons must be flattened. Please leave the flattened cartons in the recycling bin located in the refuse room in the garage. Any Resident who disregards this regulation by leaving packing materials and boxes in the hallways will be subject to a call to hearing where fines may be imposed.

**UNSCHEDULED MOVES:** Unscheduled moves will result in an immediate call to hearing and \$250.00 fine.



## **MOVING CHECKLIST**

### **SUBMITTALS REQUIRED:**

- Move Form:** Must be submitted to Management at least five days prior to the date of the move. If using a professional moving service, additional submittals below required:
  - Moving Company Insurance & Acknowledgment of Rules Agreement completed
  - Certificate of Insurance (“COI”) with minimum coverage of \$1,000,000.
  - Additional insured endorsements endorsing Association as additional insured as follows: Piazza Palermo OA c/o Action Property Management, Inc., 1501 Front Street, San Diego, CA 92101
- Deposit:** \$250.00 check payable to Piazza Palermo OA (Owner/Agent must submit for move-outs).
- Fee:** \$175.00 billed by J&A. \$5.00 processing fee added for credit/debit payments. Cash is also accepted.

### **UTILITIES:**

- ELECTRICITY**  
SDGE (800) 336-7343: Only electric service needed at Palermo. There are no gas appliances in the unit.
- WATER**  
URBAN METERS & READERS (800) 460-0451: Urban Meters & Readers is the vendor that bills for water usage in the unit. New homeowners must contact Urban Meters & Readers to set up an account. The account is set up in the homeowner’s name by default. If preferred, homeowners must contact Urban Meters & Readers to change the account in the tenant’s name.
- CABLE/INTERNET/PHONE**  
AT&T, Cox Cable, and Webpass are equipped to provide service in the building. You may use any vendor of choice. All three have lockboxes for access to cable rooms. Lockboxes are located on the 2<sup>nd</sup> floor across from unit 201 on the door to the main cable room.

### **COMMUNITY HANDBOOK (RULES AND REGULATIONS):**

- Download a copy @ [www.piazzapalermo.org](http://www.piazzapalermo.org)



Move-in or  Move-out

## PIAZZA PALERMO MOVE FORM

### MOVE INFO:

ELEVATOR 2 (FRONT STREET)     ELEVATOR 4 (FIRST AVENUE)

**Note: Elevator 2 can only be reserved if there are no items larger than 7ft tall**

UNIT#: \_\_\_\_\_ MOVE DATE: \_\_\_/\_\_\_/\_\_\_\_\_ MOVE TIME (4-hour min): \_\_\_ to \_\_\_

Please check one:

Self-move

Professional Movers (COI, additional insured endorsement, and attached agreement required)

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### RESIDENT INFO:

(Info will be provided to J&A Moving and Coordinating)

Resident: \_\_\_\_\_  
First Name Last Name

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

CHECK HERE TO BE ADDED TO THE PHONE DIRECTORY AT ENTRANCES USING THE NUMBER LISTED ABOVE.

Additional

Resident: \_\_\_\_\_  
First Name Last Name

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

CHECK HERE TO BE ADDED TO THE PHONE DIRECTORY AT ENTRANCES USING THE NUMBER LISTED ABOVE.

BY CHECKING HERE AND SIGNING BELOW I ACKNOWLEDGE RECEIPT OF THE PIAZZA PALERMO OWNERS ASSOCIATIONS RULES AND REGULATIONS AND I DO SO DECLARE I UNDERSTAND THAT I AM REQUIRED TO COMPLY WITH THE PROVISIONS OF THE RULES AND REGULATIONS AS SET FORTH BY THE BOARD OF DIRECTORS.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Date



## **MOVING COMPANY ACKNOWLEDGMENT OF RULES & INSURANCE AGREEMENT**

This agreement is made between the Piazza Palermo Owners Association (hereinafter referred to as Palermo) located at 1501 Front Street, San Diego, CA 92101, and

\_\_\_\_\_  
(Please print contractor legal name)

(hereinafter referred to as "contractor"). This document shall serve as the agreement referenced on the additional insured endorsements of the policy insuring contractor.

\_\_\_\_\_ By initialing, Contractor agrees to add and endorse Palermo and its agent as additional insured status on liability in the minimum amount of \$1,000,000. Palermo and its agent shall be named additional insured on the certificate of insurance ("COI") as follows:

**"Piazza Palermo Owners Association c/o Action Property Management Inc., 1501 Front Street, San Diego, CA 92101"**

Contractor further agrees to name and include Palermo and its agent on the additional insured endorsements of the contractor's insurance policies. A copy of the COI and additional insured endorsements shall be provided to Palermo prior to commencement of work.

\_\_\_\_\_ By initialing, Contractor confirms that there are no exclusions in Contractor's insurance policies excluding Contractor from performing the scope of work contracted between Contractor and unit Owner in the condominium unit/separate interests and on Palermo premises.

\_\_\_\_\_ By initialing, Contractor confirms that coverage provided by the insurance policy that insures the contractor shall be primary coverage for any and all incidents deemed the responsibility of the contractor while on the premises at Palermo, or from work performed under this access agreement and non-contributory to any coverage provided by Palermo. Further, the contractor agrees to indemnify Palermo of any and all liability due to any building incident resulting from their activity at Palermo.

\_\_\_\_\_ By initialing, Contractor acknowledges full understanding that failure to maintain the above mentioned insurance coverage with the named additional insured endorsements for Palermo Owners Association and Action Property Management will result in denial of access privileges.

***Agreement must be signed by an authorized ownership entity of the Contractor.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date