



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 late fee of \$100.00 by JLS Moving Solutions and Coordinating ("JLS"), the Association's move coordinating service. This fee is charged in addition to the \$225.00 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/FEES: A \$250.00 check payable to "Piazza Palermo OA" is required as a holding deposit for move-outs only. Or Owners with their Resident Portal set up, can authorize to charge the deposit to their homeowner account. A deposit is not required for move-ins. The deposit is processed if any damage is reported by JLS. 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 \$225.00 move fee is required and charged by JLS. They accept credit/debit (\$5.00 fee for card payments). JLS 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, JLS charges \$50/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. **Please note that First Ave parking lane closes at 4:00 p.m. Monday through Friday.**

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
- ☐ **Security Deposit:** \$250.00 check payable to Piazza Palermo OA (Owner/Agent must submit for move-outs).
- ☐ **Move Fee:** \$225.00 billed by JLS. A Processing fee of \$5.00 added for credit/debit payments.

UTILITIES:

- ☐ **ELECTRICITY**
SDG&E (800) 336-7343: Only electric service needed at Palermo. There are no gas appliances in the unit.
- ☐ **WATER**
Livable (877) 789-6027: Livable is the vendor that bills for water usage in the unit. New homeowners must contact Livable to set up an account. The account is set up in the homeowner's name by default. If preferred, homeowners must contact Livable to change the account in the tenant's name.
Livable **Resident Connect:** resident.livable.com.
- ☐ **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 2nd floor across from unit 201 on the door to the main cable room.

COMMUNITY HANDBOOK (RULES AND REGULATIONS):

- ☐ Download a copy @ www.piazzapalermo.org



PIAZZA PALERMO
MOVE FORM

MOVE INFO:

☐ ELEVATOR 1 (FRONT STREET) ☐ ELEVATOR 4 (FIRST AVENUE)

Note: Elevator 1 can only be reserved if there are no items larger than 7ft tall.

UNIT# _____ ☐ Move-in or ☐ Move-out

MOVE DATE: ____/____/____ MOVE TIME (4-hour min): ____ to ____

Urban Meters (Water Bill) will be paid by ☐ OWNER ☐ TENANT

Please check one:

☐ Self-move

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

RESIDENT INFORMATION: (Info will be provided to JLS Moving Solutions)

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



Move-in Checklist and Acknowledgement

- ☐ Notify HOA management at first sign of leak/flooding
- ☐ If there are any active leaks in your unit turn off the main water shut off valves in your unit immediately. *Be familiar with how to do this before an emergency water shutdown could be required in your unit*
- ☐ Do not run your washing machine, dishwasher, or dryer unless you are in the unit and can monitor them as you are using them.
- ☐ Do not overload your washing machine
- ☐ Monitor water levels when filling sinks and tubs with water.
- ☐ Use a strainer in the kitchen sink/s and throw away food in place of grinding it through the garbage disposal.
- ☐ Exercise the main water shut off valves in your unit bi-annually.
- ☐ If you have a flood in your condo, immediately turn off the water. Turn off the appliance if it's the problem. Put down towels and anything else you have on the floor to soak up the water. The faster you get the water off your floor the less damage to those below you.
- ☐ Turn off the main water shut off valve if you are out of your unit for more than 48 hours.
- ☐ Do not grant access to strangers or delivery people to the building.
- ☐ Do not walk through vehicle gates.
- ☐ Break down all of your boxes and walk items to the trash rooms if they have a potential to clog the recycle or trash chutes.
- ☐ Do not discard bulk items in the Association trash. All trash must be bagged.

☐ **BY CHECKING HERE AND SIGNING BELOW I ACKNOWLEDGE RECEIPT OF THE PIAZZA PALERMO OWNERS ASSOCIATIONS LEAK PREVENTION CHECKLIST AND I DO SO DECLARE I UNDERSTAND THAT I AM REQUIRED TO COMPLY WITH THE REQUIREMENTS LISTED ABOVE.**

Print Name

Signature

Date