

**Appendix D**  
**Move In/Out Authorization and Agreement**

All persons moving into or out of Turnberry are required to sign this agreement. The agreement must be signed by an owner of the unit. Persons leasing a unit will be required to submit this agreement with the owner’s signature properly affixed.

The building will be inspected prior to and after each move.

In accordance with the governing documents of the condominium, “An owner is responsible for damage to the Common Elements, Limited Common Elements or other units in the building if any of these elements are damaged due to the act or neglect of a unit owner or his tenant, agent, service personnel, family member, guests, licensee, or pet.” If damage is done to the building, the owner of the unit will be responsible for reimbursing the association for the cost of repairs.

Moves into or out of the building may not occur until this agreement has been properly executed, the move-in/move-out fees have been paid, and **Resident Emergency Form** and (tenant's lease or memorandum of oral lease, if applicable) submitted for move-ins.

\_\_\_\_\_ [ ] Move In [ ] Move Out  
Name(s) of Person(s) Moving

Date move is scheduled for: \_\_\_\_\_ at: \_\_\_\_\_ AM / PM

I/We the Owner(s) of unit \_\_\_\_\_ at Turnberry hereby understand that I/we will be responsible for reimbursing Turnberry for the costs of repairing any damage done during the move.

I/We also understand that during the move in/move out, the following items shall be adhered to and if the items below are not met, a fine will be assessed to the unit owner at the board's discretion.

- The move must be scheduled with the Management Company (Seymour) at least ten (10) days prior to the move in order to ensure the availability and preparation of the elevator.
- Resident Emergency Form must be submitted to the Management Company prior to move ins.
- A \$250 non-refundable fee is required prior to move in/move out.
- A \$300 refundable deposit is required prior to move in/move out as security for any damage or loss to the Common Elements or any other Unit occasioned by the move.

- Moving shall only take place Monday through Saturday between the hours of 9:00 AM and 5:00 PM. Moves are not permitted on Sundays or holidays.
- Items being moved shall not block any hallways, entrances, parking spaces, garage entrance, or any other Common areas.
- Turnberry hotel carts shall NOT be used to move furniture or any other large or heavy boxes which may damage the carts.
- All items must be moved through the garage (and not the front entrance doors).
- Only the padded elevator(s) shall be used during the move.
- All trash, debris, crating, and/or boxes must be disposed of in the trash room and not through the trash chute.

**For additional information, see Turnberry Rules and Regulations.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date