

## **Rivo at Ringling Condominium Association, Inc.**

### **MOVE IN/OUT PROCEDURES:**

All moves must be scheduled and approved by the Property Manager and/or the Front Desk in **advance** of your move. Moves are only permitted Monday through Friday from 8:00 a.m. to 4:00 p.m. You must contact the Front Desk to reserve the freight elevator for your move. There is a one-time charge of \$100 to reserve the loading dock area and the freight elevator. Check is made payable to Rivo at Ringling Condominium Association and is NOT refundable.

**SCHEDULE YOUR DATE ASAP TO RESERVE THE LOADING DOCK AREA AND THE FREIGHT ELEVATOR.**

**Please Note: Before your move, we must receive a Certificate of Liability to include Liability, Workers' Compensation and Automobile Insurance from the movers you hire.**

**The Certificate holder must be made out as follows:**

Rivo at Ringling Condo Assoc. 1771 Ringling Blvd, Sarasota, Florida 34236

MOVES ARE **NOT** PERMITTED AFTER 4:00 p.m. OR ON WEEKENDS. A \$150.00 fine will be assessed to any resident who violates these regulations.

A **\$200.00** deposit is also required to schedule your move to cover any damages to the common areas and/or the freight elevator. This will be returned to you upon completion of your move provided there has been no damage to the Rivo property. Checks are made payable to Rivo at Ringling Condominium Association.

The Maintenance Supervisor will work with your moving company to use the elevator properly. An elevator key will be used to assist the movers in loading and unloading the elevator. All moves are through the loading dock area. The Maintenance Supervisor will open this area and monitor the move.

Please advise your Moving Company that it is their responsibility to protect the Association property. Common area **carpeting should be covered to prevent damage to the hallway carpets.** Any damage will be deducted from your deposit check.

**YOU ARE REQUIRED TO SCHEDULE THE ELEVATOR WITH THE FRONT DESK.  
MOVES ARE PERMITTED MONDAY-FRIDAY 8:00 a.m. – 4:00 p.m. ONLY.**