

Rivo at Ringling Condominium Association, Inc.

MOVE IN/OUT PROCEDURES

SCHEDULE YOUR DATE ASAP TO RESERVE THE LOADING DOCK AREA AND THE FREIGHT ELEVATOR. A DATE WILL NOT BE RESERVED UNLESS THE MOVE IN/OUT FORM IS RETURNED WITH CHECKS AND A CONFIRMED DATE.

Note: PODS are not allowed

All moves must be scheduled and approved by the Property Manager 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 NON-refundable charge of **\$100*** to reserve the loading dock area and the freight elevator.

Please Note: Before your move, we must receive a Certificate of Liability Insurance, Auto insurance & Workman's Comp 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 **\$1000*** deposit is also required to schedule your move to cover any damages to the common areas or the freight elevator. Your check will be returned to you upon completion of your move, provided there has been no damage to the Rivo property.

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.

Common area carpeting should be covered to prevent damage to the hallway carpets. Any damages will be deducted from your deposit check.

Please advise your Moving Company that it is their responsibility to protect the Association property. You must notify them that **there can only be one truck parked in the alleyway for an hour; if more than an hour, Sarasota parking enforcement will ticket you.**

Alternatively, you can obtain a permit from the city and provide that to us -- the permit allows the truck to park in the alleyway for more than an hour.

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

*All checks are made payable to: *Rivo at Ringling Condominium Association*

MOVE-IN / MOVE-OUT CHECKLIST

Please remit the following for all new residents:

1. Application for rent or sale
2. Copy of lease or warranty deed
3. Two checks, payable to "Rivo at Ringling Condo Assoc."
\$1,000.00 refundable deposit
\$100.00 non-refundable move-in/move-out fee
4. Fob & vehicle access application
5. Information sheet
6. Authorization entry form

Please Note: Before your move, we must receive a Certificate of Liability, Auto Insurance & Workman's Comp 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

YOU ARE REQUIRED TO SCHEDULE THE ELEVATOR WITH THE FRONT DESK. THE FREIGHT ELEVATOR DATE WILL NOT BE RESERVED UNLESS MOVE IN/OUT FORM IS RETURNED WITH CHECKS AND A CONFIRMED DATE. (PODS are not allowed)

MOVES ARE PERMITTED MON-FRI – 8:00 A.M.-4:00 P.M. 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.

Date Move-in/Move-out: _____

Check#: _____ \$100 non-refundable fee

Check#: _____ \$1000 refundable Date Returned:

Checks Received by Whom: _____

MOVE-IN / MOVE-OUT CHECKLIST

Please note there can only be one truck parked in the alleyway for an hour; if more than an hour, Sarasota parking enforcement will ticket you. Alternatively, you can obtain a permit from the city and provide that to us -- the permit allows the truck to park in the alleyway for more than an hour.

Permit from city was provided to park in alley way for the date of the move provided by owner/resident. Building Manager needs to verify permit.

_____ Permit number.

Verified by manager _____

We will not be getting a permit and we _____ understand the Sarasota Parking enforcement will/may ticket the moving truck.

Print Name: _____ Unit #: _____

Resident Signature: _____