

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"
 - \$200.00 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 to include Liability, Workers' Compensation & 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

YOU ARE REQUIRED TO SCHEDULE THE ELEVATOR WITH THE FRONT DESK.

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: _____

Checks#: _____ Date Returned: _____

Checks Received By Whom:

Print Name: _____ Unit

#: _____

Resident Signature: _____

