



## Moving Permit

- A.** Moving activities must be notified and authorized at least **five (5) days** in advance by the Administration.
- B.** The Moving Permit form must be completed at the Administration office to reserve a moving date and avoid overlapping moves on the same day, which is **not allowed**. A **\$500.00 deposit** is required to reserve the date as a guarantee against potential damage to common property or another owner's property.
- C.** Before authorizing the move, the Administration must have a copy of the lease or purchase contract for the apartment, and the new owner or resident must have completed the required form and complied with all the regulations.
- D.** To authorize a move, the apartment account must be up to date, i.e., a zero balance (\$0.00).
- E.** The Administration will provide a copy of the moving permit to the security guard.
- F.** Without this permit, the security guard is authorized to deny entry to contractors or anyone coming to pick up or deliver moving items.
- G.** The apartment owner receiving the move is responsible for any damage caused to common areas or other apartments. If the deposit is insufficient to cover the damages, the owner is obligated to pay the difference owed to the Condominium or other owners.
- H.** The deposit can be made with a personal check.
- I.** If no damage occurs, the deposit will be returned at the end of the move.
- J.** Before beginning the move, the owner or resident must inspect the moving route to verify its condition. Any existing damage must be reported to the Administration or the security guard (if the administrator is not present) and documented in the security guard's incident log.
- K.** If two moves are approved for the same day, priority will be given to the one requested first.
- L.** If a move does not begin at the assigned time for any reason, the next request for that same day will take precedence, and the delayed move will have to wait.
- M.** Once the move is complete, the Administration will inspect the moving route. If no damage is found, the deposit will be returned.
- N.** If damage is found, the deposit will be held until the Administration obtains a repair quote.
- O.** The process of obtaining a quote must not exceed five (5) business days.
- P.** If a quote is not obtained in that time, the deposit must be returned without further delay.
- Q.** If the quote is less than the deposit, the difference will be refunded immediately.

Initials: \_\_\_\_\_

**R.** If the quote exceeds the deposit, the owner must pay the difference. If the owner refuses, the amount will be charged to the new owner's maintenance account and collected using the legal mechanisms provided by the law and regulations.

**S.** All voluntary buyers are responsible for the full amount of any damages.

**T.** If an insurance policy endorsement has been filed, a claim will be made.

**U.** If damages were caused by a tenant's move, the landlord will be held responsible, including maintenance account charges.

**V.** The responsibility for moves includes cleaning the used path. The tenant and apartment owner are ultimately responsible for leaving the area used for moving in perfect cleanliness. If not, cleaning will be arranged, and the cost deducted from the deposit. The cleaning charge will not be less than **\$100.00**.

**W.** Leaving moving items in hallways or common areas is prohibited. Movers must remove all materials used (boxes, paper, ropes, packing wood, etc.).

**X.** Unless it is out of service and with prior authorization, only the **freight elevator** may be used for moving. If passenger elevators must be used, the Administrator must supervise their use to prevent damage.

**Y.** The loading area will be available with the moving permit.

**Z.** The security guard will monitor the area.

**AA.** Moving, loading, and unloading are allowed **Monday to Saturday from 8:00 AM to 4:00 PM**. Any exceptions require Board approval. If a move goes past 4:00 PM, a **\$100.00 penalty** will apply. Moves are **not allowed on Sundays or holidays**. Moving trucks are **not allowed inside the Condominium parking area**.

January 1	New Year
January 6	Three Kings Day
	Eugenio María de Hostos
	Martín Luther King
	President's Day
	Good Friday and the day before
	Slavery Abolition
	José de Diego
	Memorial Day
	Independence Day
	Luis Muñoz Rivera
	PR Constitution Day
	José Celso Barbosa

Initials: \_\_\_\_\_

	Work Day, Santiago Iglesia Pantin
	Discovery of America and Columbus Day
	Elections Day (when apply)
	Veterans Day
	PR Discovery
	Thanks Giving Day and the Day After
24 Diciembre	Christmas Eve
25 Diciembre	Christmas
31 Diciembre	New Year's Eve

**AB.** Trucks will park outside the gate and will load and unload through the main gate. The service entrance is located on the west side of the gate. The security guard will guide the moving personnel who are not familiar with this procedure.

**AC.** Moving from the basement parking area is not allowed.

I certify that the information provided is correct and that the condominium rules will be respected at all times. I am attaching a check for \$500.00 to be used as a damage deposit, a copy of the lease agreement (if applicable), and the form signed on the last page and initialed on all others.

\_\_\_\_\_  
Name of Permit Solicitor

\_\_\_\_\_  
Apartment

\_\_\_\_\_  
Signature of Permit Solicitor

Deposit Check #: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Solicitude Date

Moving Date

Moving Company or Person: \_\_\_\_\_ Tel. \_\_\_\_\_

**\*\*\*\*\*For Security Guard Use \*\*\*\*\***

**Time Moving Started:** \_\_\_\_\_

**Time Moving Ended:** \_\_\_\_\_

\_\_\_\_\_  
**Movers Perssonnell Signature**

\_\_\_\_\_  
**Security Guard Signature**