

OCEAN TERRACE CONDOMINIUM

Move-In/Move-Out Policy- Revised as of April 26, 2011

In order to properly regulate the moving in and/or out of the building, the following procedures are set forth hereunder.

1. A move is defined as a change in residency or occupancy. A move is also defined as a delivery or removal of large household items such as furniture, appliances and accessories. The Trust through its property management agent must be notified of any delivery within 24 hours of the delivery.
2. Appointments must be made with the Trust through the property Management Company at least five (5) days in advance of any move in or move out. This will allow for time to perform a pre-move inspection of the common areas.
3. The following is the schedule for move:
 - ◆ Moving will be allowed Monday through Friday between the hours of **9:00 AM and 5:00 PM**. Saturday, moves will be permitted between the hours of **9:00 AM and 4:00 PM**.
 - ◆ **Sunday and Holiday moves will not be allowed without prior permission of the Board.**
 - ◆ Only one (1) move may be scheduled per day. Said move will be determined on a first come first serve basis.
4. The unit owner and tenant shall be jointly and severally liable for all damages that occur during the move in and/or move out.
5. Prior to moving in (***i.e. change of residency or occupancy***), the following items must be supplied to the Trust through its property management company:
 - a) Completed Census Form including the parking information and copy of valid registration;
 - b) Copies of the executed lease in the case of a rental. All such leases must comply with the provisions of the Condominium Documents, including, but not limited to this Section, as amended;
 - c) Mail tag information along with a check payable to Ocean Terrace Condominium for \$10.00 for the order of a new mail tag;
 - d) Deposit with Management the required move-in/move-out deposit of \$200.00;
 - e) Any other forms adopted by the Trustees pursuant to the Condominium Documents, as amended.

6. Moving vans, trucks, cars and other vehicles used for the move cannot park in any owners designated parking space without the prior permission of that unit owner. No vehicle shall be left unattended. No vehicles are to block any other vehicle, entrance or handicap space. No vehicle is to block the dumpster. Stairwells and exits may not be blocked either. The doors to the Building must be closed and secured at all times when not in use. No door shall be wedged open.
7. Utility connections: If you need to have your cable connected or disconnected, arrangements should be made directly with Comcast who has a key to the utility room for access. Please do not call Management for access for Comcast cable. If access is needed by the telephone or electric company to the utility room, you should contact Management at least two days (48 hours) prior to your appointment to arrange for the room to be unlocked. The 48 hours notice must be given during business hours and not over the weekend. The Resident must make arrangements to give access to any of the utility companies to your unit and access to the Building. The intercom system is only set up to accept phone numbers with area codes (978, 781, 617 and 508).
8. Notwithstanding any other provision in the Condominium Documents and/or Rules and Regulation, there will be a fine of Fifty and 00/100 Dollars (\$50.00) for each and any violation of the rules herein. In addition, the Unit Owner will be assessed the cost to repair any damages done to the common areas including but not limited to the hallways, stairwells, outside parking lot area and landscaped areas. Any deviation from or non-compliance with this policy will result in fine(s) being assessed against the unit owner.
9. Moving areas in the building must be cleaned up and left in the condition in which they were found prior to the move.
10. All boxes and cartons must be broken down and disposed of properly in the dumpster. No large items including furniture, TVs, monitors, microwaves or water heaters are allowed to be disposed of in the dumpster. No items are to be left on the side or behind the dumpster. Anyone who does dispose of these items will be fined and charged for an extra trash pick up by the rubbish company.
11. The payment by the Unit Owner and/or tenants, etc. of any fines required hereunder shall be cumulative with all other remedies including the remedy of the Association to collect said fines and hold the unit owner and/or tenants responsible for any and all damages caused by their moving as well as any and all other cost associated hereunder.

12. Each Unit Owner shall deposit the sum of two hundred dollars (\$200.00) with the Trust via its property management company fifteen (15) days prior to the moving date for all changes in occupancy or residency. The Unit Owner moving out must provide Management with their forwarding address at the time of the deposit. All new Unit Owners shall also deposit said sum immediately upon taking of title to a Unit. This requirement shall be noted in all certificates issued pursuant to M.G.L. Ch. 183 6(d). Fifty dollars (\$50.00) of said deposit shall be retained by the Condominium, not as a penalty, but to cover administrative costs, which are incurred in connection with a change in occupancy. The balance of the deposit is refundable, pro rata; depending on whether the regulations are followed and whether additional costs, charges, fines, and/or damages are to be charged to the Unit Owner. Each Owner of a Unit that is occupied by a tenant shall replenish that Unit's contribution to the fund each time there is a change in occupancy. Any forfeit of the deposit, or part thereof shall be in addition to and not in defeat of the Condominium. The Trust may charge the Unit Owner for the cost of repair of any damage to the Common Area and for the cost of cleaning trash and debris left in the Common Areas as a result of the move. The Trust may also charge the respective Unit Owner for any damage caused to another unit at the time of a move in or move out of the unit by a Unit Owner, or Tenant of a Unit Owner.