



MOVE IN/OUT REQUEST FORM

Resident Name(s): _____ Unit # _____

☐ Move In

☐ Move Out

☐ Delivery

Requested Move / Delivery date: _____

Requested time period: ☐ 8:00am – 12:00pm * ☐ 12:00pm – 4:00pm ** ☐ Other: _____

Name of Moving / Delivery Company: _____

☐ Moving / Delivery Company Certificate of Liability Insurance

Certificate Holder: **The Plaza on Brickell 851 Condo Assoc. 950 Brickell Bay Drive Miami, FL 33131**

Moves must be scheduled no less than 48 hours in advance and must be confirmed by Management. Moves are permitted during the following hours only:

Monday - Friday, 8:00am - 4:00pm

Saturday, Sunday or Holidays - Moving is not permitted

*** MOVERS MUST ARRIVE ON THE PROPERTY NO LATER THAN 10:30AM (OTHERWISE, THEY WILL NOT BE ALLOWED ON THE PROPERTY), AND MUST BE OFF THE PROPERTY BY 12:30PM**

**** MOVERS MUST ARRIVE ON THE PROPERTY BY NO LATER THAN 2:00PM (OTHERWISE, THEY WILL NOT BE ALLOWED ON THE PROPERTY), AND MUST BE OFF THE PROPERTY BY 4:30PM**

All moving vehicles must park in the designated receiving area.

MOVING TRUCKS THAT EXCEED THE FOLLOWING DIMENSIONS WILL NOT BE PERMITTED ON THE PROPERTY –
NO EXCEPTIONS: HEIGHT: 12 FT LENGTH: 24 FT

Removal of all packaging materials, boxes, and other trash is the resident's responsibility. Movers MUST remove all such materials from premises. Under no circumstances may any of these materials be placed in the building trash chutes or left in the common areas (including hallways). If any of moving material is disposed of improperly, the Association will bill the resident for the cost of removing said materials.

I HAVE READ, AND FULLY UNDERSTAND AND AGREE TO THE ABOVE.

Resident Signature: _____ Date: _____