

King Farm Condominium Move In or Out Form

To schedule a move in or out, complete this form and submit it to King Farm Condominium's management company, Abaris Realty, five (5) days before the move. Contact Abaris Realty at 301-468-8919.

Unit owner's name: _____ Telephone number: _____

Tenant's name (if applicable): _____ Telephone number: _____

Address of the unit into which the unit owner or the tenant will be moving: Street _____ Unit Number _____

Move in/move out date and time: Date ___/___/___ Time _____

If a unit owner is moving out, the unit owner's new address or if a tenant is moving out, the unit owner's current address: Street _____
City, State, Zip _____

If the unit owner is renting the unit, the unit owner must make sure that this form is submitted to Abaris Realty. The unit owner must inform the tenant of the rules stated on this form and on the move in/out checklist. If the tenant damages any common elements, the unit owner will be billed for the repairs.

Moving in or out is permitted between 9:00 a.m. and 6:00 p.m. The association prefers that moves occur Monday through Saturday.

Abaris will contact the unit owner or, if requested, the tenant to verify the move in or out date. If the move involves an elevator building, Abaris will tell the unit owner or, if requested, the tenant when wall pads will be hung in the elevator.

Abaris will provide the unit owner or, if requested, the tenant with the name of a condo association board member who will meet the unit owner or tenant to explain the move in/out procedures. The board member will inspect the hallways with unit owner or tenant before and after the move in or out to determine whether any damages have occurred.

If the move is into or out of an elevator building, the condo board member will provide the unit owner or, if requested, the tenant with an elevator key.

Before moving in or out, the unit owner must submit:

- A refundable \$250 deposit payable to King Farm Condominium; and
- A non-refundable \$100 fee payable to King Farm Condominium.

If there were no damages due to the move, the \$250 deposit will be refunded immediately. If damage occurred, the repair costs will be deducted from the \$250. If repairs exceed \$250, the deposit will not be refunded and the unit owner billed for the remaining costs associated with the repairs.

If any damages occur during a move, the unit owner will be billed for the repairs.

If any damages occur during an unscheduled move in or out, the unit owner will be billed for the repairs. If the move is unscheduled, the unit owner will still have to pay the \$100 non-refundable fee and the \$250 deposit.

When moving in or out, do not place storage pods in the parking lots. Storage pods placed in the parking lots will be towed at the unit owner's expense.