

555 CORNELIA CONDOMINIUM ASSOCIATION

DAMAGE DEPOSIT ACKNOWLEDGEMENT FORM

Each move-in or move-out requires a damage deposit of \$300.00 to be given to the Managing Agent PRIOR TO the scheduled date of the move. This deposit is to be in the form of MONEY ORDER, CASHIERS CHECK, or CERTIFIED CHECK ONLY and should be made payable to: 555 Cornelia Condominium Association.

After the move a check for the amount of the deposit will be returned within 15 days, if no damages have been found as a result of the move.

The following area will be considered when making an inspection before and after a move:

	Before	After
GARAGE AREA (from loading area to service hall)	_____	_____
SERVICE HALL	_____	_____
FREIGHT ELEVATOR	_____	_____
HALLWAY LEADING TO THE UNIT (includes carpeting and paint on walls and doors, any signage and hardware)	_____	_____
ANY DAMAGE TO WHEELED DEVICES LENT TO THE MOVER BY THE BUILDING	_____	_____

Name of Mover	Unit No.
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Name of Moving Company/Yourself	Date of Move
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Time of Move: _____

THE UNDERSIGNED HAS READ THE HOUSE RULES AND THE ABOVE INFORMATION AND UNDERSTANDS ALL OF THE FOREGOING CHARGES, DEPOSITS, RULES AND REGULATIONS REGARDING MOVING INTO OR OUT OF THE BUILDING AND AGREES TO ABIDE BY THEM. THE UNDERSIGNED HAS ALSO, AT THIS TIME, MADE A DEPOSIT IN THE AMOUNT OF \$300.00 TO THE 555 CORNELIA CONDOMINIUM ASSOCIATION WITH THE UNDERSTANDING THAT ANY DAMAGE CAUSED TO THE ABOVE-MENTIONED AREAS WILL BE PAID FOR, COMPLETELY OR IN PART, WITH THE DEPOSIT MONIES. IF SUCH IS THE CASE, A FULL DESCRIPTION OF THE DAMAGE AND THE CHARGES WILL BE PRESENTED TO THE MOVER.

Signature of Mover	Date
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THE ELEVATOR WILL NOT BE SCHEDULED UNLESS THE ABOVE REQUIREMENTS HAVE BEEN MET AND THE \$300.00 DAMAGE DEPOSIT IS RETURNED WITH THE FORMS. THERE WILL BE NO EXCEPTIONS.

Maintenance Man of Duty	Date
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