

**Lake Vista Condominium Association, Inc.**  
**7703 Lake Vista Court**  
**Lakewood Ranch, FL 34202**  
**941-388-8021**  
[Manager@Lakevistacondos.com](mailto:Manager@Lakevistacondos.com)

## MOVE-IN-MOVE-OUT AGREEMENT

BY SIGNING THIS AGREEMENT, NEW RESIDENTS AGREE TO ATTEND A LAKE VISTA RESIDENCES BRIEFING SESSION *BEFORE* MOVING IN.

According to the adopted rules of the Association, the following procedure is agreed to by the signatory:

1. Before moving into a unit at Lake Vista, a **\$1,000 deposit and a \$100 processing fee** will be posted with the Association. Two checks are to be provided and made out to the Lake Vista Residences: one \$1,000.00 check, and the other \$100.00 check. After a resident successfully moves in, a Refund Request form will be completed, and the request will be emailed to the Management company for a refund of \$500.00. When a resident moves out, a \$500.00 check will be issued to them for a successful move-out. Failure to abide by this requirement (upon move-out) will result in forfeiture of the entire \$500.00 move-out deposit.

Residents moving into a furnished unit are not required to leave a deposit, however, they are required to sign and comply with this agreement.

2. Move-ins and Move-outs are to be conducted Monday through Friday between the hours of 8:00 am – 4:30 pm unless special arrangements are made through the On-site Manager. Please email the On-site Manager at [Manager@lakevistacondos.com](mailto:Manager@lakevistacondos.com) to schedule move-ins and move-outs.
3. Move-ins and Move-outs are defined as the bulk moving in of building materials, furniture, furnishings, musical instruments, equipment, boxes, and containers, all requiring the use of moving personnel, carts, two-wheelers, or other moving equipment. Moving in and moving out is also defined as the moving in or moving out of household goods not in bulk, for example: a couch, a chair, a pool table, a piano, a TV stand, an entertainment center, a bed, a bedroom furniture or equipment.
4. Immediately before the move-in, the Lake Vista On-Site Manager must be notified that the move-in is about to take place, however, the approximate move-in time will be prearranged with the Manager. Upon receiving this notice, the On-Site Manager will walk with the applicant and note any deficiencies.
5. Immediately after Move-in or Move-out has been completed, the applicant will contact the On-Site Manager. Within a reasonable amount of time, the Manager or Maintenance Supervisor, walking with the applicant, will re-inspect the premises. Any damage will be noted by the Manager or Maintenance Supervisor, and the applicant or unit owner may receive a copy of the notation. Move-ins and Move-outs are to be completed between 8:00 a.m. and 4:30 p.m. Monday through Friday. If the move-in is completed outside of normal business hours (8-4:30 Monday through Friday) the inspection will take place on the first business day following the completed move-in. It will be assumed that any damage, which is noted after the Move-in or Move-out, has resulted from such Move-in or Move-out even though the inspection may not have taken place until the next business day unless special circumstances are reported to and agreed to by the On-Site Manager.

6. If no damage has occurred to the premises as described above, and all association rules have been complied with, the security deposits will be reimbursed.

**Caution (see below)**

7. **If an applicant or unit owner fails to abide by the terms and conditions as indicated above, the Move-in Deposit or Move-out Deposit will be forfeited.** If it is determined that a move-in or move-out has taken place without the above procedures being complied with **the applicant and the unit owner,** may be subject to additional financial penalties in connection with such failure and become responsible for any damage to the common area elements.

**Caution (see below)**

DO NOT BEGIN MOVE IN or MOVE-OUT unit you have met with the onsite manager or maintenance technician and have completed the process prior to move-in or move-out as described above. Leaving a telephone message **is not** considered approval to begin move-in. If a telephone call is not answered, call back until the Onsite Manager is reached. The inspection must take place before and after move-in and before and after move-out.

To further emphasize the above terms, I agree to sign the Association FINAL CHECK document which re-states for additional clarification the above terms.

**Deposit Recap for new owners and renters:**

\$1,000.00 Security Deposit

\$ 500.00 refundable after successful move-in

\$ 500.00 refundable after successful move-out

**No deposit for moving into a FURNISHED UNIT:**

\_\_\_\_\_  
Applicant Signature                      Date                      Applicant Phone Number

\_\_\_\_\_  
Planned Move-in Date                      Applicant's Unit