

Step by Step Move-in and Move-out Inspections And Deliveries

[This document works in conjunction with the Move-in Move-out Agreement](#)

1. Advise the Association 5 days in advance of the date when the move-in/move-out or the delivery is to occur.
2. The day before the move or delivery, contact the Manager to advise that the planned move or delivery is still on as planned. Tell the Manager approximately when the movers or delivery will be on-site.
3. Contact the Manager to meet you for a walk-through inspection of the lobby **prior** to the movers being there. It will take less than ten minutes.
4. Deliveries of large items, i.e., furniture, and appliances are to be conducted Monday through Friday from 8:00 am -5:00 pm **unless special arrangements are made** through the On-site Manager and approved by the Board of Directors. Please call the On-site Manager at 941-388-8022 to schedule the delivery. Should a delivery or a move-in or move-out occur without notification to the Manager, you will receive a violation letter with a possible fine.
5. After your move is complete, immediately contact the Manager and request another walk-through inspection.
 - Call should be made to 941-388-8022 or 941-725-1821. If the Manager does not answer, text the Manager at 941-725-1821.
 - **IMPORTANT:** If moving takes place without an inspection, **you will** forfeit your move-in deposit.
 - **IMPORTANT:** If you **fail** to arrange for an inspection after your move is completed, you **will forfeit** your move-out deposit.
 - Moving is limited to the hours of 8:00 am-4:30 pm, Monday through Friday. If the move-in or move-out is not completed by 5:30 pm, the move-in or move-out deposit will be forfeited. Special arrangements can be made if you must move on a weekend. Please contact the On-site Manager to schedule.