



THE ELIZABETH LOFTS

HOMEOWNERS' ASSOCIATION

Move Procedure

All moves MUST be scheduled with the Move Coordinator!

The Move Coordinator can assist with nearly all aspects of your move. The coordinator has years of experience working with various movers, as well as the specific requirements of the Elizabeth HOA and our building.

Contact with the Move Coordinator should be made early in the planning process:
Georgia Hughes: 503-860-5634 or email: gh4@me.com.

Scheduling:

- Moves are schedule on a first-come, first-served basis.
- Only one move can occur at a time.
- A 2-week notice (or more) is strongly encouraged; however, a 1-week notice will be accommodated when possible.
- In addition to the applicable moving fee outlined below, an **additional fine of \$300** will be imposed for all un-scheduled moves.
- In the event of a cancellation or change, the Move Coordinator must be notified directly at least 72 hours prior to the scheduled move. If less notice is given, a **\$200 fine** may be imposed.
- Moves are scheduled, between 8:00am - 5:00pm six (6) days per week. **No moves on Sunday.**
- Please note that there will be no moves scheduled during the following:
 - 1st Thursdays when art openings are scheduled
 - Other pre-scheduled Community Room and/or Plaza events that would conflict with the moving process.

Fees:

- The owner of record is ultimately responsible for payment of all fees and/or fines.
- **A fee of \$750 must be paid prior to the move date.** Checks should be payable to *Elizabeth Lofts Condominium* and may be submitted to the Concierge. **The fee covers the coordination of both the move in & out**, building security, the cost of normal wear and tear that moves impose on the building, and an orientation session with building reference materials.
- An **additional fine of \$300** will be imposed for all un-scheduled moves.
- An **additional fine of \$200** will be imposed for cancellations with less than 72 hours notice.
- The owner of record is **additionally** responsible for any damages to the building and/or common areas that are caused by the movers because of the move.

Special Situations:

Rentals:

- If a unit is to be rented, ***both the owner and each new tenant are required to attend an orientation.***
- Fees typically include one orientation session; each additional orientation will require an additional fee of **\$100**.
- Any financial agreement between the owner of record and their renter is solely between them and in no way will involve The Elizabeth Condominiums.
- Move fees for rentals of furnished “executive” units will be assessed a **minimum move fee of \$225** which includes a required orientation for each new renter. When the move is scheduled, the Move Coordinator will assess the move requirements and determine if the move warrants a larger fee.

Unit-to-Unit Moves:

- “Internal moves” (from one Elizabeth unit to another) have a **move fee of \$325** and REQUIRE the move to be scheduled to avoid an unscheduled move fine. Orientation fee is not included.

Staging Moves:

- “Staging” a unit for sale or lease has a **move fee of \$225 each way**, and must be scheduled to avoid an unscheduled move fine.

“Old” Owners/residents:

- Owners, or renters, who moved in before 04.15.10, will be charged under the previous move policy with a **\$300 fee** to move out. This includes the assistance of the Move Coordinator.

Questions regarding special circumstances, or other questions regarding move policies or arrangements, should be directed to the Move Coordinator as early as possible!

Parking:

- The company/individual who is moving must make parking arrangements. The Move Coordinator can provide some assistance with parking arrangements. All arrangements are made, in person, with the City of Portland Permit Center (503-823-7365). It is recommended that you obtain your parking permit as soon as a move date is confirmed by the Move Coordinator. A minimum notice of 3 working days is required, by the city, to process, pay and post the vehicle parking permits.
- All moving vehicles will be parked on the south side of Flanders between 9th and 10th Avenues. Vehicles will **NOT** be parked in either of the Loading Zones, or on 9th or 10th Avenues.

General:

- Under NO circumstances will anything be moved through the 9th Avenue doors. Access to the Elizabeth will only be through the Service Access Door (west side of building) and will utilize only the south elevator. At the direction of the Move Coordinator, the elevator pads will be installed and the area will be prepared for the move.
- A walk through will be conducted by the Move Coordinator, both before and after the move, to assure that there is no damage to the building and/or common elements, including the Plaza or any plantings.
- Access by other residents through the corridors and to the elevators must be maintained throughout the move.
- The corridors and elevator must be cleared of all debris at the end of the move or at the end of each day if the move is to take place for more than one day.
- Packing materials must be disposed of appropriately in the 1st floor Trash Room. There are containers identified for recyclable materials. These materials **must not** be put into the garbage chute. See the *Handbook of Regulations and Procedures* for further recycling information.
- If materials cannot be properly disposed of, contact the Concierge to schedule the disposal through the Association's garbage hauler. The cost for this extra service is ultimately the responsibility of the owner of record.

See the *Handbook of Regulations and Procedures, Section III Community Rules* for further recycling information.