



K A L E L E K A I

Move In and Move Out Form

Unit #: _____ Resident Name: _____ Phone: _____

No moves on Sunday and Holidays (New Years' Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Discoverers' Day, Veterans' Day, Thanksgiving and Christmas)

All moves may only be done from: 8:00 am to 5:00 pm on Monday to Saturday

Move Date(s): _____

The following conditions outline moving guidelines for residents of Kalele Kai. Violation of these policies or damage and/or loss to any building or property due to neglect, abuse, or misuse of facilities may be grounds for retention of deposit by the Association.

1. All moves must be scheduled with the Management Office with a minimum of one business day advanced notice. All deliveries or pickup of furniture or other large items must be scheduled with a minimum of one business day advanced notice. **Deliveries, pickups, or moves not scheduled with a minimum of one business day advanced notice are subject to a \$50.00 fine.**
2. A **\$250 fee** will be required as a **non-refundable move-in charge** with this completed form, made payable to AO Kalele Kai.
3. A **\$150 fee** will be required as a **non-refundable move-out charge** with this completed form, made payable to AO Kalele Kai.
4. A **\$100 refundable** damage deposit will be placed with this form, made payable to AO Kalele Kai, for any repair or replacement cost caused by the move. Check not picked up within a week after move in will be destroyed.

Check for move out will be mailed to the address listed if not picked up:

Name: _____

Address: _____

City, State, Zip Code: _____

5. Owner is responsible for all loss or damage or cleaning that may result from the move. Kalele Kai will direct any costs over the deposit amount to the owner of the unit in question.
6. **Absolutely NO moves or deliveries are allowed through the glass lobby doors.** The loading zones and the freight area by the garage lobby doors are the only permitted areas. The Resident Manager will coordinate items that cannot fit through the garage entry doors to the lobby.



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7. In accordance with the House Rules, No moves on Sunday and Holidays. All moves may only be done from:8:00 am to 5:00 pm on Monday to Saturday. **All moves must be completed by 5:00 pm** daily.
8. Resident is responsible to ensure all materials are removed or properly disposed of from the common elements. This includes packing paper, cardboard, crates, straps, nails, etc. Cardboard must be flattened and placed in the recycling container in the first floor dumpster rooms in the garage of each building. **NO boxes or large items are to be put down the trash chute or left in the trash room.**
9. Prior to moves a staff member will need to pad an elevator (this requires the one business day prior notice) and garage door, and place the padded elevator on "independent" status. Residents may only use the padded elevator to transport goods or equipment.
10. Resident is responsible for the conduct of any persons assisting in moves, pickups or deliveries.
11. Upon completion of the move in or out, the resident will notify the Management Office for inspection and return of the deposit check.

Signature of Resident

Date

\$250.00 Non-Refundable Move-In Fee / \$150.00 Non-Refundable Move-Out Fee

Check #: _____ Date Received: _____

\$100.00 Refundable Move-In/Move-Out Deposit

Check #: _____ Date Received: _____

Amount of any damage deductions/details: _____

Amount Returned if deductions were made: _____ Date Returned/Destroyed: _____

Inspection completed by: _____ Date/Time: _____