



The Colorado Property Management Group Inc.

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FRANKLIN TOWER LOFTS CONDOMINIUM ASSOCIATION MOVE IN/OUT SCHEDULING REQUIREMENTS EFFECTIVE FEB. 1, 2008

Residents are required to contact the management company at least five days prior to any move in or out of the building. A \$200.00 refundable damage deposit plus a \$75.00 non-refundable administrative fee must be delivered to the management company prior to the move. Checks should be made payable to FRANKLIN TOWER LOFTS.

If this policy is not followed, a \$50.00 per requirement fine will be assessed to the unit owner without further notice. This serves as first written notice to residents. Non-resident owners are responsible for their tenants' compliance with these requirements.

SCHEDULING A MOVE:

Moves will be scheduled on a first come, first serve basis. Moves must be scheduled five days in advance by contacting Lynda Reifman at CPMG at 303.671.6402, ext. 16. Please keep in mind that CPMG does not schedule pre-move or post-move inspections on weekends or legal holidays.

At the pre-move appointment, the CPMG representative will:

- Collect a \$200.00 deposit from the owner or renter which is refundable if there are no damages attributed to the move, and a \$75.00 non-refundable fee for the two inspections and administrative paperwork.
- Conduct a walkthrough inspection with the owner or renter to make note of any existing damage in the common areas.
- Provide the owner or renter a key for the elevator and instructions for the use of the elevator during the move, including location of the elevator pads.
- Offer suggestions regarding the parking of moving trucks or other vehicles used during the move.

- Provide instructions for the use of exterior building doors during the move.
- Provide instructions on how and where to dispose of trash resulting from the move. If extra trash pickup is needed, there will be a nominal charge.
- A post-move inspection will be scheduled at the time of the pre-move inspection.

At the post-move appointment, the CPMG representative will:

- Conduct a walkthrough inspection with the owner or renter to make note of any damage in the common areas that can be reasonably attributed to the move.
- Collect the elevator key and make sure that the elevator pads have been returned and properly put away.

NOTE: Providing that there are no damages attributed to the move, and all requirements were followed during the move, the damage deposit of \$200.00 will be returned and the \$75.00 fee retained and deposited.

*THANK YOU FOR HELPING TO MAINTAIN
THE QUALITY OF YOUR BUILDING*