

Island Pointe Condominium Deliveries, Move-In, Move-Out Policy

General Notes:

- Unit Owners should familiarize themselves with the Island Pointe Realtor/Owner Selling/Leasing Guidelines document. If Unit Owners are selling or leasing their property through a Realtor or other Management Company, they should provide a copy of that document to their service provider.
- Special policies will need to be enacted during the time a condominium building is undergoing elevator modernization as only one elevator will be in service during the modernization. The residents of the building will be notified of those policies at the appropriate time.

1. Elevator Keys

- a. Some deliveries and moves may require an elevator key to properly manage the move and prevent damage to elevator mechanisms.
- b. If an elevator key is required to hold elevator doors open to allow items to be loaded/unloaded, the IP Security guard must be contacted.
- c. The IP Security guard will require the key requestor, whether Mover, Owner or Tenant, to surrender their driver's license until the key is returned

2. Island Pointe (IP) Management Company Representative Contact Information

- a. The IP management company representative may be contacted at the onsite office in the Island Pointe Clubhouse or by phone
 - i. Address: Island Pointe Clubhouse Office
 1. 470 Sail Lane, Merritt Island, FL 32953
 - ii. Office Phone: 321-806-4908
 - iii. Email: IPOffice@fairwaymgmt.com
 - iv. If onsite representative is not available contact Fairway Management:
 1. Phone: 321-777-7575
- b. Hours are posted on the clubhouse door or on the Island Pointe Condominium website at <http://Islandpointecondo.org>

3. Deliveries

- a. Island Pointe will accommodate significant delivery requests on a first come, first serve basis.
- b. At least *five (5) business days*, if possible, prior to the date a resident will have a significant delivery of household goods (e.g. furniture, cabinetry, appliances), the responsible owner/tenant must complete and submit a Move-In/Out and/or Delivery Request form to the IP management company representative. The IP management company representative will respond to the owner/tenant within two (2) business days to confirm that the delivery requested date/time has been reserved for the owner/tenant. If the date/time is not available for reservation, the IP management company representative will work with the resident to secure a date acceptable to both Island Pointe and the resident.
- c. The IP management company representative will make arrangements to have moving pads installed in the appropriate elevator for the delivery and assure that, if required, an elevator key to cause the elevator to be put on and off service will be available (see #1).
- d. On the day of the delivery, the owner/tenant should notify IP Security of the time delivery person(s) will be arriving.

4. Move In/Out Hours and Delivery Hours

- a. Move-In/Out and deliveries are only allowed Monday through Friday from 8 a.m. – 5 p.m.
- b. Moves on nights, weekends or holidays are not allowed.

5. Moving Into/Out of a Unit Notification and Documents Required

- a. Island Pointe will accommodate move-in/move out requests on a first come, first serve basis.
- b. At least *five (5) business days*, if possible, prior to the date an owner/tenant will move into or out of a unit, the owner/tenant must complete and submit a Move-In/Out and/or Delivery Request form to the IP management company representative. The IP management company representative will respond to the owner/tenant within two (2) business days to confirm that the move-in/move-out requested date has been reserved for the owner/tenant. If the date/time is not available for reservation, the IP management company representative will work with the resident to secure a date acceptable to both Island Pointe and the resident.
- c. The owner/tenant must provide the following:
 - i. Move-Ins and Move-Outs
 1. Requested date of move required to allow:
 - a. Confirmation that the date/time requested has been reserved
 - b. Moving pads to be placed in the elevator and to secure an elevator key as/if required.
 - ii. Move-Ins
 1. The new owners to provide a copy of their HUD or ALTA Statement from closing and copies of car registration(s) - up to 2 allowed to secure car tags
 2. New tenants to provide a copy of their lease signed by the tenant(s) and the owner and a copy of car registration(s) - up to 2 allowed to secure car tags.

6. Moving Day Guidance

On the day of the move, either the Island Pointe Security guard or Island Pointe Maintenance staff, will instruct the movers of the appropriate parking location for their moving vehicle. They will review with the owner/tenant and the movers, the moving rules. This includes:

- a. Do not block any garage or undercover parking entrances and make sure traffic is able to move around truck
- b. Doors to the building may not be jammed or propped open for extended periods of time as this will cause heating/air conditioning issues.
- c. Elevator doors may not be propped open. If it is necessary to keep elevator doors open for a period of time to place goods in or take them out of the elevator, an elevator key must be used – See Item 1. Propping elevator doors open without a key may do significant damage to the elevator mechanisms.
- d. Materials may not be propped up against any common area walls
- e. Materials being delivered shall be staged in such a manner so as not to interfere with access of the occupants of the building, to and from the elevators on any floor and access to their units and the common area facilities (e.g. mailboxes, cart room).
- f. Moving companies and delivery companies shall follow the direction of the IP Security or Maintenance staff with regard to the flow of materials into and out of the condominium.

7. Damages for Deliveries and Move In/Out

- a. The unit owner shall be responsible for any damage made to the Condominium property as a result of a Delivery or a Move-In/Out

8. PODS

- a. POD scheduling is typically as follows:
 - i. Day 1 – POD is delivered to Island Pointe and placed in spot designated by Island Pointe Maintenance or Security staff
 - ii. Day 2 – POD is loaded or unloaded as planned by the owner/renter who has reserved the POD
 - iii. Day 3 – POD is removed from Island Pointe
 - iv. Note: The POD may not be on property for more than this 3 day period that will allow the owner/renter to complete their POD load or unload.

Island Pointe Move-in/Move-Out and/or Delivery REQUEST

Owner Name: _____

Tenant Name (if applicable) _____

Address (at Island Pointe) _____

Telephone: _____

Email address: _____

Select One:

Moving IN

Moving OUT

Furniture/Appliance/Large Item Delivery

Moving or Delivery Company Name: _____

Address: _____

Telephone: _____

Please provide your requested date and time frame. We will respond to your request within two (2) business days to confirm availability of this date/time. If there is a conflict with your requested date/time, the Property Manager will work with you to secure an acceptable date/time.

Requested Date and Time Frame: _____

Provide five (5) days prior notice whenever possible. We will accommodate requests on a first come, first serve basis.

Please email complete form to IPOffice@fairwaymgmt.com or deliver to the Island Pointe Management Office located in the Clubhouse at 470 Sail Lane, Merritt Island, FL 32953

For Office Use Only:

Board Member or Office Manager

Date