**VERSAILLES CONDOMINIUMS**

**701-709 S. SKINKER BLVD.**

**SAINT LOUIS MO 63105**

**FORM:**  Policy Regarding Moving and Movers

**HANDBOOK REFERENCE:** Section IV, 1-6

**DATE:** May 12, 2021

* **Scheduling of the moving date** must be coordinated with the Manager at least two (2) weeks in advance. Move-ins/move-outs should occur only Monday-Friday, except under special circumstances and approved by the Manager.
* **Mover’s insurance is required.** The moving company must show evidence of liability and worker’s compensation insurance coverage at least one (1) week before the scheduled move.
* **Security and Service Fee Deposits** must accompany the submission of the move date request for the protection of all parties and the condominium Association. Security deposit is in the amount of $500 and the staff service fee is $50.
* **Guidelines for those involved in the move** include: respect for others in the building; protect common areas as much as possible from possible damage; only small items in the dumpsters. Permit from city is required if moving is done with a truck exceeding 40 feet in length.
* **Service Elevator** should not by overloaded.
* **Damage** inspections will be conducted after the completion of the move in the used common areas.
* **Damage assessments and disputes** depend on the nature of the damage. The Manager will contact one or more craftsmen to evaluate the needed repairs.
* **Keys and Fobs:** Upon sale of a condo unit, the owner is responsible for providing the new owner with: fobs, remote for garage, and storage locker key, as well as any other pertinent keys.