

**8101 REQUEST FOR MOVE-IN/MOVE-OUT RESERVATION**

NAME: \_\_\_\_\_  
UNIT #: \_\_\_\_\_ MOVE DATE(S) REQUESTED \_\_\_\_\_ \*\*  
PRESENT PHONE NUMBER(S): (H) \_\_\_\_\_ (O) \_\_\_\_\_  
MOVING COMPANY: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

This request should be returned to the Manager's Office with a check for the move-in/move-out fee in the amount of \$400.00 (\$100.00 of which will be refunded if there are no damages to the building). Please make the checks payable to **8101 Connecticut Avenue Condominium**.

Household moves will be permitted on Monday through Friday only (excluding Holidays) from 8:00 a.m. until 5:00 p.m. Your compliance with these regulations is crucial and appreciated by Management as well as your neighbors. **Failure to complete your move by the above scheduled time may result in an additional charge.**

On the day of your move, the porters will equip the elevators with protective padding. Keys to the elevator and the entry door will be provided to the movers at the front desk. We ask that the moving company place protective covering on the carpet entering and exiting the building to the unit. Also, obtain shoe protectors from the front desk. **Please note that keys must be signed out by the person from the moving company in charge of the move in exchange for a current driver's license as security.**

Moves will be permitted through the designated garage doors only. There is to be no smoking, eating or drinking in the building by moving personnel. **No trucks are allowed in the garages. NO MOVES WILL BE ALLOWED THROUGH THE LOBBY OR LOGGIAS.**

Thank you for your cooperation. We hope your move will be a pleasant one. If you have any questions, please call the Manager's Office at (301) 656-1979.

**The undersigned agrees and understands that the move must be completed by 5:00 p.m. If not completed, the move must be rescheduled for the next available day. NO EXCEPTIONS!**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\* If moving out, please leave forwarding address: \_\_\_\_\_  
\_\_\_\_\_

\*\* If Renting at 8101, a copy of the Lease Agreement must accompany the Request Form. Also, if you are a Tenant, your Lease must contain a clause stating that you will abide by the Bylaws and House Rules and Regulations of the 8101 Condominium.

**8101 CONNECTICUT AVENUE CONDOMINIUM ASSOCIATION**  
**INSTRUCTIONS FOR MOVING COMPANY PERSONNEL AND RESIDENTS**

1. Attached is a map which indicates the building and entrance you will use for the move. **All moves must be made between 8:00 a.m. and 5:00 p.m. Monday-Friday.** The truck must be loaded and ready to leave at 5:00 p.m. without exception. **Failure to complete your move by the above scheduled time may result in an additional charge. Holiday and weekend moves are not allowed.**
2. Moving personnel will sign for two (2) keys; one for the elevator and one for the door that leads from the garage into the building. Protective covering must be placed on the carpet entering and exiting the building to the unit. **You will have to leave your driver's license at the desk when you check out the keys. The padded elevator is for use during the move.**
3. Since the building staff leave at 3:00 p.m., we ask that movers unhook the elevator pads and bring them to the front desk if the move is completed after 3:00 p.m. All boxes must be broken down and taken to the dumpster in your building. **NO BOXES ARE TO BE LEFT IN THE TRASH ROOMS.** We appreciate your cooperation in this matter.
4. The Building Manager has inspected the hallways which will be used during the move. The condition of the halls is known before the move so any damage that occurs during the move will be the responsibility of the unit owner/tenant and the moving company. **Please do not lean any items against the walls** and do not place boxes, etc. against the walls or on the hallway furniture. There is to be no eating, drinking or smoking while in the building.
5. Since there is no loading dock as such in any of the buildings, there is no staging area to load items efficiently. However, we do ask that you comply with the fire code regulations and keep the elevator lobbies, stairwell doors and hallways clear so that resident's may easily pass without having to weave around the furniture to get through.
6. Depending on the building you will be working in, the front desk receptionist will tell you which garage entrance you will use (North, Center or South garage door). Please see the attached map for your particular location. There is a white line on the drive by the door you will be using which is where your back tires should line up with. Park your truck as close to the curb as you can so cars coming in and out of the garage will have as much room and visibility as possible.
7. If you run into any special problem moving in or out, please contact the Building Manager (301-656-1979) and we will be happy to help in any way possible. If you should have further questions regarding the above instructions, please let us know.

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Signature of Unit Owner/Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Moving Company Personnel

\_\_\_\_\_  
Signature of On Site Supervisor

\_\_\_\_\_  
Date