

# APPENDIX 1

## MOVE IN/OUT RULES & REGULATIONS

### THE HEALEY, A CONDOMINIUM

EFFECTIVE 2010

In order to insure that the move is smooth for the incoming or outgoing resident it is important that the resident schedule the move after checking with Piedmont to insure the freight elevator is available and that it is not out of service for periodic maintenance.

Piedmont Management Associates, LLC  
233 Peachtree Street NE  
Suite 2310  
Peachtree Center-Harris Tower  
Atlanta, GA 30303  
Tel.: 404.872.8468  
Fax: 404.724.0189

To protect the resident, the Healey Homeowners Association and Healey Building, L. P. the following procedure must be followed during a move in or out:

- The resident/homeowner must provide Piedmont proof of their homeowners insurance coverage
- The mover must provide Piedmont with proof of workman's compensation, and liability insurance
- Under current Georgia law companies with two or less employees do not need workman's compensation.
- However, said company must write a letter on company stationery and present to The Healey Homeowners Association c/o Piedmont that they are a company of two or less employees doing business in the state of Georgia.

Moving is allowed Monday – Sunday 10:00 AM to 4:00 PM

Moves are not allowed on holidays

Only the freight elevator may be used. Elevator may be locked out during the actual move. If multiple trips are required the elevator must be returned to service between trips.

Only the freight elevator may be used for moving items in or out. Passenger elevators are for passenger use only.

Moving van must park in area the City of Atlanta designated by management and cannot block ingress or egress to building or grounds.

Items must be moved from van to elevator to unit or from unit to elevator to van. Items may not be off loaded onto grounds, lobby, or hallways.

Unit owner is responsible for the behavior, actions and cooperation of the moving company employees.

Unit owner is responsible for the tenant in case of a leased unit.

All packing boxes must be broken down and placed in the lower level trash room or dumpster.

No packing boxes may be left in hallways, or stairways.

I have read and understand the rules and regulations stated above and agree to abide by them

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Signed

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Date

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Telephone

### MOVE IN / OUT REQUEST

Name:

Unit:

Date of Move:

Hours of move: From \_\_\_\_\_ To \_\_\_\_\_