

The Elm at Clark Condominium Association

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MOVE-IN REQUIREMENTS FOR OWNERS

Thank you for choosing The Elm at Clark Condominium Association. We hope you enjoy your time here. As a new owner, you will need to provide the association with the following items.

Before you move in as an Owner, please contact the Management Office regarding the following:

- You will need to provide a RESPA [Real Estate Settlement Procedures Act] HUD Statement.
- You will need to provide a Certificate of Insurance with a minimum of \$500,000 personal liability insurance.
- A non-refundable \$500 Move-in Fee.
- A \$400 Security Deposit – refundable after your move if no damage occurs to Association property during the move.
- Schedule a time for elevator reservations before your move. Elevator hours are Monday-Friday 9am to 12pm or 1pm to 5pm. Elevator reservations frequently book early at the start and end of each month.
- Complete and return an 'Emergency Contact Form'.
- Complete and return a 'Rules and Regulations Acknowledgement'.
- Complete and return a 'Garage Registration and Information' form.
- Complete and return a 'Pet Registration Form' with pet vaccination information if appropriate.

Any construction requests must be submitted to the Board of Directors for their approval prior to the time when construction may begin. If you are planning any construction projects, please also review the Construction Rules.

Loading Dock Security: Please remember to keep belongings on the dock at all times. Our alley way is accessible to the public. Please remind delivery personnel, movers, contractors and anyone else using the loading dock to lock their vehicles.

Elevator Door Dimensions: Height - 83.5 inches. Width - 42 inches.

Elevator Interior Dimensions: Height - 89 inches. Width - 80 inches. Depth 50 inches.

After moving in to your new home, please stop by the Management Office to complete any other forms required for storage locker assignment, bike space assignment, etc.