

The BARCLAY

3530 Piedmont Road NE
Atlanta, GA 30305
404-262-2643; 404-846-9987 (fax)

Request and Guidelines for Moving

When organizing a move, a **\$500 damage deposit** must be placed with the management office. This payment is fully refundable if no damage occurs. An additional **non-refundable** payment of **\$400** must be made to cover the cost of a guard for one day if you are moving **Monday through Friday**. If you plan on moving on a **Saturday** the payment for a guard will be **\$500**. The move-in/move-out date must be pre-arranged at least one week in advance. Dates available to hire the guard are Monday through Saturday between the hours of 9:00 AM and 5:00 PM. There is no specific time after 9:00 am that a move must begin; however, any move that is not completed by 5:00 PM on the pre-arranged day must be completed on another day and payment of an additional non-refundable \$250 to hire the guard for another day. Moves cannot be conducted on a holiday. Moves that require professional packers must not be conducted on the same day as the packing. Packing must be completed prior to the move-out day. Violations of this policy will result in the loss of the full security deposit.

One elevator will be reserved for the move. As you are responsible for any damage that occurs, please ensure the guard has padded the elevator and removed the ceiling.

No items can be moved through the main lobby nor can any furniture or oversized items be moved through the parking garages. Items must be brought through the loading dock door and placed directly in the unit. Nothing can be placed in the loading dock area or any hallway.

The damage deposit and payment for the guard must accompany this Request prior to moving in or out. If you are using a professional moving company, the office must have a copy of the company's **certificate of insurance for \$1 million in general liability** prior to your moving in/out.

Should you have any questions, please contact the management office at **404-262-2643**.

When moving out, it is necessary for you to return the Comcast TV cable boxes to Comcast.

When moving in, please contact Comcast (1-800-266-2278/855-510-1609) for TV cable boxes.

As a resident of The Barclay, you are entitled to three (3) free DTA boxes.

To dispose of empty packing boxes, fold each box and put them outside your door. Please call the Concierge (404-266-2795) to have someone come to remove the boxes. Boxes cannot be left outside the door overnight.

I would like to move in or out of Unit # _____ on _____.

I am attaching the \$500 deposit check # _____ and the guard fee check # _____, both of which are payable to "The Barclay Condominiums."

I agree with the above rules and understand that I am responsible for all damages and liabilities during the move.

Homeowner (print name)

Property Management Office

Homeowner (signature)

Date