

THE ELECTRA MOVE-IN GUIDE



ELECTRA EXECUTIVE OFFICES

Monday – Friday
8:30 AM – 5:00 PM
(619) 236-3310

Jim Jennings, General Manager
Angel Crossland, Manager Assistant
Robert Michiels, Chief Engineer
Laura Robles, Security Supervisor

On behalf of the entire management staff, we would like to welcome you to The Electra, San Diego's Tallest Residential High Rise.

Please review and sign the New Resident Registration Sheet as well as the Move Agreement and return to Angel Crossland, Manager Assistant, as soon as possible. Remember your move cannot be confirmed until all required fees and documents have been submitted.

WELCOME HOME! WE ARE HERE TO ASSIST YOU.



RESIDENTIAL MOVE-IN/MOVE-OUT AGREEMENT

Please read, sign and return this Move-In/Move-Out Agreement to Angel Crossland, Manager Assistant, no less than 48 Hours prior to your move. Your move will not be confirmed until all documentation and fees are received by the Management Office.

The Electra Owners Association has Rules and Regulations, CC&R's and Architectural Guidelines for the benefit of all homeowners within our community. These governing documents are intended to provide a standard that everyone can live by while ensuring the community is maintained to a level of which each resident can be proud. In an effort to maintain this exclusive reputation, we ask for your assistance. I have read the Move-In/Move-Out Procedures for Electra. I understand and agree that:

1. If you are a New Resident Moving into Electra, you **must provide** management with **Proof of Ownership or a Signed Lease Agreement prior to your move.**
2. Each Move-In or Move-Out requires a **\$250 non-refundable moving fee** and a **\$300 security deposit.**
3. An appointment to schedule a Move-in or Move-out of the building must be made **(5) five business days in advance** of the move to insure access to the elevator within a specific timeframe and day. Move-in/Move-outs will be conducted in one of the following choices: 1) 8:00am-12:00pm, 2) 1:00pm-5:00pm, 3) 8:00am-5:00pm, electing to schedule Choice 3 from 8:00am-5:00pm will result in a fee of \$500.00 and a deposit of \$300.00. Any move that exceeds the scheduled time will result in forfeiture of the \$300.00 deposit. Move-in/Move-outs may be conducted Monday - Friday, except for the following Holidays: New Year's Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the Friday after Thanksgiving and Christmas Day. Please call Angel Crossland, Manager Assistant, to schedule moves and deliveries. **Unauthorized moves are subject to a fine of \$500.00 per the Governing Documents of the Association. If a move-in or move-out takes place after 5pm, it will result in a loss of the \$300.00 security deposit.**
4. All moving companies must carry their own insurance to cover damages. Either you or your moving company must provide the Management Office with a current Certificate of Liability Insurance naming "The Electra Owners Association" as an additional insured, and Workers' Compensation Insurance. **No moving company will be permitted entry into the Project without first providing such certificate of insurance.**
5. I will accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities if damage is incurred as a result of my move.
6. I acknowledge that if there is no damage, my deposit will be returned to me within **(30) thirty days** of my move.

Forwarding Address: _____

7. The move In Out for Unit: _____ is scheduled for Date: _____ Time: _____

I understand and agree to all terms as described in the Procedures

Name: _____

Date: _____

Signature: _____

Unit: _____



Approved by: _____

Date: _____

INSURANCE REQUIREMENTS

Regarding Moves and Deliveries

The Electra Owners Association, hereinafter collectively referred to as the “Association” require that a Certificate of Insurance and Endorsement be submitted, at least 48 hours prior to each move or delivery. Please note that a move or delivery is NOT confirmed until the certificate is received by Management.

The Endorsement Must Include ALL of the Following:

- Prior to any move or delivery the company must supply the Association with a Current Certificate of Insurance with a minimum of \$1,000,000 for both General Liability and Workers Compensation before any move/delivery can begin.
- The Certificate(s) must name “The Electra Owners Association” and “Action Property Management, Inc.” as an additional insured in the Certificate Holder Box at the bottom of the Insurance Form.
- Format for Additional Insured Should be as follows:
 - The Electra Owners Association
Action Property Management, Inc.
700 West E Street
San Diego, CA 92101



RESIDENTIAL SELF-MOVE AGREEMENT

I, _____, resident of unit _____, have scheduled a self-move
Resident Name Unit Number
into the Electra Owners Association on _____.

As I am not utilizing a moving company, and therefore, have no liability insurance coverage for my move. I understand that I will be responsible for any damage done to the common areas of the building during my move. Furthermore, I am aware that a pre-inspection and post-inspection of the common areas will be performed in relation to my move to ensure all pre-existing and new damage is documented accurately.

Resident Signature

Date



CONFIDENTIAL OWNER/TENANT INFORMATION FORM

Please complete and return the following information to the Management Office

In accordance with **Section 7.1.3** of the Declarations of Covenants, Conditions and Restrictions of The Electra Owners Association, all Owners are required to provide a copy of the Governing Documents prior to the leasing of the Owner's Condominium(s). Any lease or rental agreement must be in writing between the parties and must state that the Lease is subject to the Governing Documents. Failure by the Owner to provide such Governing Documents shall be a breach under the Declaration.

PROPERTY OWNER(S) NAME: _____

PROPERTY ADDRESS: _____

OFF-SITE ADDRESS: _____

OWNERS CONTACT INFORMATION: Phone: _____ E-mail: _____

Please list the names of all tenants, and include the phone numbers where they can be reached.

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Email(s): _____

Please provide tenant vehicle information for the people who live in the unit:

<u>YEAR</u>	<u>MAKE & MODEL</u>	<u>VEHICLE LICENSE #</u>
_____	_____	_____
_____	_____	_____

Pursuant to the requirements of **Section 7.1.3** of the Declaration as stated above, both owner and tenant by signing below acknowledge receipt of the CC&R's.

Date: _____

Date: _____

Owner Name: _____

Tenant Name: _____

Owner Signature: _____

Tenant Signature: _____



REGISTRATION

Unit #	
Last name:	Last name:
First name:	First name:
Own <input type="checkbox"/> Renting <input type="checkbox"/>	
Copy of lease agreement:	
Home phone:	
Cellular phone:	
Home fax:	
Home e-mail address:	
Mailing address if different than the Electra:	
Number of pets and kind: 1. <input type="checkbox"/> 2. <input type="checkbox"/> 1.	2.
Vehicle(s) color, make & type: 1. 2. 3.	4.
License plate number: 1. 2. 3.	4.

For Management Use Only

Homeowner orientation completed on:	
Parking: # of spaces: ____ Assigned #: ____ ____ Decal #: ____ ____	
Storage: Level of storage: ____ storage#: ____	

