

THE ELECTRA MOVE-OUT GUIDE



ELECTRA EXECUTIVE OFFICES

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

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

*Please remember your move cannot be confirmed until all required fees
and documents have been submitted.*

THANK YOU FOR YOUR PROMPT ATTENTION



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.**
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: _____

The Electra Owners Association.
700 West E Street, San Diego, CA 92101
p: (619) 236-3310 / f: (619) 236-3316
www.electrahoa.com
An ACTION Community



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 as to ensure all pre-existing and new damage is documented accurately.

Resident Signature

Date