



PORT LIBERTÉ CONDOMINIUM II, INC.

C/O FirstService Residential
12 Chapel Avenue, Jersey City, NJ 07305
Phone 201-324-1500/FAX 201-324-1504
Email: condo2manager@gmail.com

MOVE IN - OUT FORM

Mid-Rise Moves permitted 9AM-6PM, Monday - Friday. No weekends or on a Holiday.
Townhomes Moves permitted 9AM-6PM, Monday - Saturday. No Sundays or on a Holiday.

MOVE IN FORM FOR OWNERS AND RENTERS:

Date of Submission: _____
Address/Unit Number: _____
Name: _____ Phone Number: _____
Email Address: _____
MOVE IN DATE: _____
Moving Company Name: _____ COI Provided _____

MOVE IN REQUIREMENTS FOR OWNERS:

All owners and residents are required to register with the Condo II and HOA Management Offices.

To schedule a move in date, buyers shall provide:

- (1) Copy of the Deed as proof of ownership.
- (2) Proof of (HO-6) condo owner's insurance policy
- (3) \$125 Condo II one-time registration fee made payable to **Port Liberté Condo II**. Check No. _____
- (4) \$100 Move-In Fee made payable to **Port Liberté Condo II**. Check No. _____
- (5) Intercom Form for Mid-Rise building units.
- (6) Mover's Accord Form - Certificate of Liability Insurance (COI)
- (7) HOA Resident Registration form and \$100 fee made payable to **Port Liberté HOA** for Resident Photo ID, Fitness Centre fob and vehicle barcodes. Call 201-536-0116 to schedule a registration appointment.

MOVE IN REQUIREMENTS FOR RENTERS:

All Tenants are required to register with the Condo II and HOA Management Offices.

To schedule a move in date, tenant shall provide:

- (1) Fully executed lease.
- (2) Association Lease Rider listing all tenants that will reside in the unit.
- (3) Proof of (HO-4) renter's insurance policy
- (4) \$125 Condo II one-time registration fee made payable to **Port Liberté Condo II**. Check No. _____
- (5) \$100 Move In Fee made payable to **Port Liberté Condo II**. Check No. _____
- (6) Proof of credit score of 670 or above
- (7) Intercom Form for Mid-Rise building units.
- (8) Mover's Accord Form - Certificate of Liability Insurance (COI)
- (9) HOA Resident Registration form and \$100 made payable to **Port Liberté HOA** for Resident Photo ID, Fitness Centre fob and vehicle barcodes. Call 201-536-0116 to schedule a registration appointment.

Return Move In form with signed procedures and requirements page.



MOVE OUT FORM FOR OWNERS AND RENTERS:

Date of Submission: _____
Address/Unit Number: _____
Name: _____ Phone Number: _____
Email Address: _____

MOVE OUT DATE: _____
Moving Company Name: _____ COI Provided _____

MOVE OUT REQUIREMENTS FOR OWNERS AND RENTERS:

- (1) Mover's Accord form - Certificate of Liability Insurance (COI) must be on file prior to move date.
- (2) \$100 Move Out Fee made payable to **Port Liberté Condo II**. Check No. _____
- (3) \$500 Refundable Security Deposit – Payable via Money Order or Certified Check, made payable to **YOUR NAME and Port Liberte Condo II**. No personal checks. MO or Certified Check No. _____
- (4) Resident IDs and Fitness Center Fobs must be returned to the HOA Office.
- (5) Change mailing address with USPS at <https://moversguide.usps.com/mgo/disclaimer>
- (6) Cancel utility services.
- (7) Owners shall cancel monthly dues scheduled on autopay.

Unit access required for final inspection of limited common areas prior to a sale date.

Forwarding Address _____



The following Move In/Out procedures apply:

1. A **move in/out date** must be scheduled with the on-site Property Manager at least 1 week in advance. This is to make sure the elevator is prepared, parking spaces reserved and to supervise the move to ensure there are no damages to common areas.
2. **Mid-Rise moves** are permitted Monday to Friday 9:00 am – 6:00 pm. No Weekends or on a holiday. **Townhome moves** are permitted Monday to Saturday 9:00 am – 6:00 pm. No Sundays or on a holiday. \$100 per hour will be deducted from the refundable security deposit for moves that extend over 6PM.
3. **Moving trucks may not have more than 2 axles or be more than 28 feet long.** No tractor-tailors are permitted on the property at any time – including moving companies. Only one moving truck is permitted on site at a time. Only one mid-rise move is permitted per day. Accordingly, it is important to schedule your move, provide all requested documentation and payments as soon as possible.
4. **Moving companies** must provide a certificate of insurance (COI) at least three (3) business days prior to the move date. The certificate can be faxed to (201)324-1504 or emailed to Condo2manager@gmail.com. It is the resident's responsibility to ensure Management is in receipt of the certificate. A Sample Certificate of Insurance is included in this package.
5. Please contact the HOA office at 201-536-0116 to schedule an appointment to **register for Resident ID cards, bar codes, fitness centre fobs as well as pet registration.** Pool passes and Shuttle tickets can be purchased in the HOA Office or at the Deli in the commercial area.
6. **Deliveries** scheduled with management are permitted 8AM-6PM. Monday to Saturday. No Sundays or on a holiday. COI must be on file. Unscheduled deliveries or service providers will be turned away at the gate.
7. **Moving boxes** are to be folded flat for trash collection. The association's trash collectors do not haul away large items such as appliances, mattresses, or furniture that is not broken down or cannot fit in the back of a pick-up truck. Please schedule these items to be picked up by 1-800-Got-Junk, Junkluggers at 201-205-1368 or another trash haul away service. Consider donating smaller household items or clothing - schedule a pick-up with the Vietnam Veterans at <https://pickupplease.org/donation-program/>
8. **Lease Expiration/Renewal:** Resident IDs, vehicle barcodes and fitness centre fobs automatically deactivate at midnight on the lease expiration date. Lease renewals shall be provided to the Condo II and HOA Offices at least 1 week prior to expiration dates. Leases may not be for less than a 6-month term.
9. **Insurance:** Condo Owners (HO4) and Renters (HO6) shall provide management with proof of insurance and renewals.
10. **Registration and Move Fees:**
 - \$125 In Registration fee is required by Owners and Tenants.
 - \$100 Move In Fee
 - \$100 Move Out Fee
 - \$500 Refundable Move Out Security Deposit



11. **\$500 refundable Move-Out Security Deposit** must be given to the on-site Property Manager when scheduling a Move-Out. Immediately after your move-out contact the Management Office and the on-site supervisor will inspect for damages, (during normal business hours), and if necessary, a report will be created. Any costs associated from damages or moves that extend over 6PM will be charged \$100 in one-hour increments and will be deducted from the deposit. If there are no damages, the deposit will be returned to you. This deposit shall be in the form of a **certified check or money order** payable to: Port Liberté Condominium II Association, Inc. and yourself. You must provide the office with a forwarding address.

Scheduling Limited Common Area Inspection: Prior to the sale of a unit, the Association shall perform an exterior inspection. Management and/or maintenance must be permitted unit access to inspect balconies and façade. Damages may be deducted from Security deposit or escrowed at sale.

I have read and understand the procedure policies above:

Resident Signature

Date

For Office Use Only:

Move date confirmed: _____

Inspection performed by: _____ (date).

Post Move Inspection: YES NO

Findings:

1. _____

2. _____

3. _____

4. _____

5. \$500 deposit Security Deposit returned: _____ (date).

Revised: December 2020