

~ Move In / Move Out Instructions ~

HOA HOURS

Mon 8:30am – 5pm

Tues 8:30am -7pm

Wed - Fri 8:30 am-5pm

Sat 10am – 4pm

1. There is absolutely no moving on Sundays – no exceptions
2. Two separate checks are required:
 - \$200.00 refundable deposit
 - \$50.00 non-refundable fee
3. Deposit checks are held here at the HOA office until the move in is complete.
4. Once we have received the checks and the forms have been filled out, you will receive a move in/move out pass for the moving truck
5. Once the move is finished, security is contacted @ 818-644-9788 to perform a walk thru inspection and make sure the common areas have not been damaged and/or scratched. Once this has been confirmed the HOA will return the deposit check.
6. Moving trucks and vans are not allowed to park on the property overnight
7. New buyer should request security's assistance in finding the best place to park the truck and unload. Also, security can assist with placing cones around the area to avoid slip and falls.
8. Service elevators **MUST** be used in each building **IF** there is one provided in that building. The following buildings have service elevators: 1,2,3,4,5,9, and 15
9. Movers insurance is required to be on file. If it is not on file **already, please have the moving company contact the HOA office** for proper insurance to be emailed or faxed.

Moving In/Out Requirements –When you are using Professional Movers

1. General Liability -The Association needs to be listed as “Additionally Insured” using the language below;

**Warner Center Condominiums Association
C/o Ross Morgan & Company
5555 Canoga Avenue
Woodland Hills, Ca 91367**

2. Workers Comp