

Move-In / Move-Out Policy

The Dawson is a large condominium building with many residents, so loading and unloading requires extra coordination and patience for all owners. The Dawson has an excellent first floor design for move-in / move-out operations. **Before your move, you must reserve your move-in / move-out route with management three (3) days in advance.** Reservations of the loading dock and freight elevator are available on a first come first served basis. Moving trucks that occupy spaces reserved to others are subject to immediate towing. Please use the loading dock and freight elevator for moving items in and out of your residence.

Please Note:

- **All move in/out must be scheduled through Elite Management Professionals. The “Moving Agreement” must be completed and returned prior to any move in or move out. This agreement is attached below.**

- When moving completely in or out of a unit, property owners are required to make a \$250 refundable deposit. Please mail your deposit to:

Dawson On Morgan Condominium Owners Association Inc
4112 Blue Ridge Rd #100,
Raleigh, NC 27612

- A large delivery truck can back into the loading dock. An 18-wheeler truck can park along Morgan Street.

- Owners are required to have their movers use only the freight elevators and loading dock/corridor, and to take special care not to damage common area carpets and walls. Common courtesy also dictates that one arranges to have boxes and trash removal and hallways vacuumed after the move.

- Residents are responsible for any damage to the common areas as a result of misuse. A **fine of \$500.00**, plus the cost to repair any interior cab damage and/or hoist equipment damage, will be imposed on any resident for using the lobby passenger elevator for moving operations.

Please note you MUST contact Elite Management Professionals to schedule your move date. They can be reached at the following:

Kelly Forrestal, Assistant Community Manager: Dawson@elite-mgmt.com

Move In / Move Out Owner Responsibilities

No less than three days in advance please advise the Assistant Community Manager, Kelly Forrestal dawson@elite-mgmt.com, of your move-in or move-out date and the approximate time of day so accommodation can be arranged. Please see the instructions below for using the freight elevator

You will be responsible for returning the elevator key to the lock box, and a member of the board and/or management team will check the common areas for damage after the move. Please instruct your delivery driver to place plastic cover protection or cardboard to protect the tiles and carpet in the common areas.

Dawson Freight Elevator Instructions for Move In/Move Out

Thank you for following these instructions to put the elevator in manual mode so it does not lock up and require a service call. ☺

- Access the Freight Elevator Key by entering the code **8305** in the lockbox that is located to the right of the freight elevator on the first floor.
- Once inside the elevator, use the key to open the small panel door.
- Inside the panel, there are 3 toggle switches – flip the red toggle switch to **ON**, putting the elevator in manual mode.
 - The elevator doors will remain open on whatever floor the elevator is on until a passenger inside the elevator pushes the button for another floor.
 - The elevator will then go to that floor, and the doors will remain open there.
 - To avoid the elevator being stuck on another floor (say, if another resident enters the elevator when the doors are open on your floor and goes to another floor), please only put the elevator in manual mode when you are ready to load the elevator.
- Once your move is complete,
 - Please flip the red toggle switch back to **OFF**
 - Close and lock the panel door,
 - And return the Freight Elevator Key to the lockbox outside the elevator on the first floor.

MOVE IN/MOVE OUT AGREEMENT

_____ will be moving in/out of unit _____ located
(Name) (Unit #)
at 317 W Morgan Street on _____

I have notified Elite Management Professionals and submitted the required deposits and fees. I understand that a designated Dawson on Morgan representative will inspect the common areas and elevators for damages before and after the move.

I understand that I am solely responsible for any damages caused during the move (tenant damages will be charged to the owner).

_____ Signature of Owner	_____ Date
_____ Contact Phone Number	_____ Email Address

Please complete and return this form to the Elite Management Professionals:

Email: Dawson@elite-mgmt.com
Office address: 4112 Blue Ridge Rd #100, Raleigh, NC 27612