



WATERGATE COMMUNITY ASSOCIATION

MOVING PERMIT APPLICATION

Please complete and return this application to the Watergate Security office prior to the date of your move. Watergate Security Department is located at 4 Commodore Drive; the 24-hr. cell phone number is (510) 772-5005. You may fax this application to the WCA office at (510) 428-0379.

Moves are permitted between the hours of 9:00 a.m. – 9:00 p.m. only.
NO STREET PARKING SPACES MAY BE OBSTRUCTED.

MOVE-IN UNIT #: _____ MOVE-OUT UNIT #: _____

REQUESTING PERSON: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER: _____

LANDLORD'S NAME _____

LANDLORD'S ADDRESS: _____

LANDLORD'S PHONE # _____

DATE/TIME OF MOVE: _____

TYPE OF VEHICLE USED: _____

MOVING COMPANY: _____

The undersigned agrees to the following rules listed below. Any violations will result in an enforced halt of the move-in and/or move-out process by the WCA Security Department until all rules are complied with.

- I will contact and coordinate my move with the Watergate Security Department at 4 Commodore Drive, 24-hr. cell phone (510) 772-5005 prior to the day of the move.
- I will install and use the Elevator Moving Pads, obtained from the Security Department.
- I will post a deposit of \$400 for use of the elevator pads, and I am aware that the full amount is refundable upon return of the elevator pads to Watergate Security if there is no damage to the pads and no damage to the elevators and/or to other community common areas.
- I agree to be responsible for any damage incurred to WCA property during move in and/or move out.
- I am aware that I may not obstruct any lobby, hallway, elevator, etc.
- I am aware that I may not dispose of any moving boxes via garbage chutes (Boxes must be disposed of by the movers).

SIGNATURE: _____	DATE: _____
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SECURITY USE ONLY:	
PROCESSED BY: _____	DATE: _____

Move-in/Move-out Procedures Watergate Community Association Rules

(Pages 14 – 16)

1. Responsibility for the move and any damage to the building or common area rests with the homeowner and tenant. Arrangements for move-in move-out must be scheduled at least 24 hours in advance with the Watergate Community Association (WCA) Office at 8 Captain Drive. If the WCA office is closed, WCA Security at 4 Commodore Drive must be notified.
2. All new residents are charged a non-refundable processing fee which covers certain administrative costs as well as the cost of moving in and moving out. Tenants are charged an additional fee which is refundable upon return of their I.D. card to the WCA office when they move out. *This processing fee also applies to residents who relocate within WCA.*
3. A refundable security deposit must be left to cover loss of the pads or damage to the common area.
4. Move-ins/move-outs are permitted every day from 9:00a.m. – 9:00p.m.
5. Care should be exercised not to damage the elevators or common area during moves. This includes the following:
 - a. Elevator pads are to be in place. They are available through WCA Security.
 - b. Caution should be used when loading elevators so that they do not exceed 1,500 pounds. Overloading will cause the elevator to malfunction. The cost of any subsequent service calls will be the responsibility of the homeowner and the tenant.
 - c. Lobby front door is to be protected by the movers.
 - d. Unit door exterior is to be protected by the movers.
6. Boxes, bicycles, strollers, etc. are not to be placed in the lobbies or hallways in such a way that they block mailboxes or doorways or create a nuisance during the move. All hallways and doorways must remain wheelchair accessible.
7. At the end of each day and at the end of the move, all areas, including hallways, lobbies, and elevators, must be cleared of all debris. Packing materials and containers must not be disposed of in the garbage chutes. All cartons must be flattened and placed in the garbage rooms in the garage.
8. Owners are to obtain all keys directly from the seller or agent. WCA is not responsible for such items. Replacement or additional lobby door keys are available from the WCA office for a refundable deposit for each key.
9. All incidents of problems or damage to the common area should be immediately reported directly to WCA Security. A 24-hour answering service is available.

Move-in/Move-out Procedures

Watergate Community Association Rules

(Pages 14 – 16)

10. The lobby door should be kept closed when unattended.
11. If the unit is rented, a copy of the lease must be provided to the WCA office prior to move-in.
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13. No Commercial moving vehicles (moving vans, vehicles, or trailers) may be left on WCA property without permission from Security.
14. Vehicles belonging to residents must be registered with WCA. Refer to the "Street and Parking" section from the Watergate Community Association Rules booklet on page 23.

WCA MOVE OUT CHECKLIST

WCA OFFICE:

1. ___ Notify the WCA as to who is moving out. (Example: If there are three roommates living in a unit and only one person is moving out, notify the WCA office of that person's name and the names of people who are staying.)
2. ___ Return your Watergate ID card to the WCA office. The \$25.00 deposit will be mailed directly to the forwarding address as provided to us, within 2 weeks (if applicable).
3. ___ Watergate rental parking spaces ~ Notification of cancellation is due 30 days in advance (if applicable).
4. ___ Automatic Deposit ~ Written notification requesting cancellation and signature must be turned in to the WCA office immediately (if applicable).

WATERGATE SECURITY OFFICE:

1. ___ Elevator pads are necessary if using the elevator for moving. Leave a security deposit (\$400) at the Watergate Security Office, located at 5 Commodore Drive, prior to using the elevator.
2. ___ Parking sticker ~ To be returned to Watergate Security (if applicable).
3. ___ Bike Room Storage ~ Return key and retrieve bike from storage (if applicable).
4. ___ Remember to pick up your security deposit check from the Security Office when you have finished using the elevator!

Other:

1. ___ Return lobby keys and mail box keys to landlord and agent.
2. ___ Additional Lobby keys are to be returned to the WCA office. Matching Lobby key numbers will merit the return of the \$50 deposit, to be mailed directly to the forwarding address as provided to us within two weeks of return.
3. ___ Be sure to complete *and file* a U. S. Postal Change of Address Form.
4. ___ Cancel storage locker and return key to the unit owner (not to WCA).