Move-In / Move-Out Policy

Welcome to Metropolis and congratulations on the purchase or rental of your new Residence. It is our goal to make this transition as easy and seamless as possible for you, while at the same time maintaining your privacy, preserving the condition of the building and preventing conflicts among Residents. In order for us to ensure that this takes place, we have developed the enclosed forms and guidelines to assist you with moving.

All move-ins and furniture deliveries must be coordinate and scheduled through the Front Desk. All moving activities shall take place between the hours of 8:00 a.m. and 5:00 p.m., Monday – Friday. This coordination makes certain that plans are made to provide not only elevator availability, as well as parking for your move. All requirements for moving apply to both professional moving companies and the residents who contract for their services, as well as Homeowners performing their own moving, i.e. U-Haul or Ryder trucks.

Please note that Homeowners who are planning to have post-close construction modifications of their homes must also coordinate their plans so as to insure proper scheduling of the service elevator. Elevator pads and flooring protection must be used to prevent damage to the building. Residents will be held responsible and liable for damage done to the common area by either their contractors or themselves when moving. We suggest that if you plan to use a moving company, please advise them that you are moving into a high rise condominium and be certain that they have a level of experience in this type of move. Dollies and hand trucks must be used at all times. Any damage caused will be immediately documented and repaired at the expense of the Homeowner.

New Residents must submit all of the items well in advance of their scheduled date of move to Metropolis. There is a non-refundable fee of $1000.00, made payable to Metropolis Homeowners Association. $600.00 of the deposit is a nonrefundable fee. $400.00 of the deposit is a deposit that may be refundable if the move is completed by 5:00 PM as set forth above; otherwise, the entire $400.00 deposit will be forfeited.

A copy of the liability and worker’s compensation insurance policies covering the Homeowner and / or tenant as well as a copy showing Metropolis Homeowners Association and the Management Company as an additional insured must be provided. The Move-In / Move-Out Application must be submitted at least ten (10) days prior to move-in or move-out.

We would like to remind you that moving requires coordination. Under no circumstances shall the on-site staff be responsible for the lack of planning on the part of the Resident moving into the building. Please plan in advance for the best moving results.
Application for Move-In / Move-Out

Complete and submit this form to the Front Desk no later than ten (10) days in advance of the move-in or move-out. The Homeowner is responsible for all fees.

Homeowner: ____________________________________________________________

Tenant (if applicable): ____________________________________________________

Unit Number: 360 E Desert Inn Rd.

Contact Name: ___________________________  Phone: _________________________

Circle One:   Move-In    Move-Out

Requested Move Date: __________________________________________________________________

Hours of Move: _____________________________________________________________________
(Moving hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday)

The Homeowner agrees that, except as a result of the gross negligence of Metropolis Homeowners Association, the Homeowner will indemnify, hold harmless, and defend the Association from any claims, losses, expenses or any costs whatsoever including, but not limited to those resulting from bodily injury, including death and/or damage to property of third parties, the Homeowner, Association, its Homeowners and Directors, Officers, Employees and Agents, arising out of the function reserved herein.

I, ____________________________, assume responsibility as the Homeowner of ____ for the use of the elevator during my or my tenant’s (if applicable) move-in / move-out. I certify that I am the Homeowner of the Unit and have read and understood the Move-in / Move-Out Policy and agree to assume full responsibility thereof.

___________________________________________________________________________  __________
Homeowner Signature                                                Date