

# **Section 10**

## **New Resident Move In Resident Move Out**

Effective Date: 10/01/2023

## Move In and Move Out

Resident Move Rules apply to Unit owners, lessees and special occupants moving into or out of the building or moving to another Unit within the building, regardless of the quantity of personal belongings moved. The following scheduling and moving rules are established by PTCA to protect the Common Elements from damage, and to ensure building security is maintained during the move. Move in or Move Out fees are non-refundable and are set by the BOD. The designated BOD member will assign a PTCA Move Monitor to supervise the details of the move in/move out.

1. **Advance scheduling of resident move in/move out is mandatory.** The Unit owner/Landlord must contact the association Manager (253.472.0825) and submit to the association Manager the completed and signed [Section 10 New Resident Move In Resident Move Out](#) at least five (5) business days in advance of the requested move date. Forms are available on: [www.ptcatacoma.org](http://www.ptcatacoma.org) and the Management portal.
2. **If the unit is leased, the unit owner must complete** all requirements of *Section 9 Leases and Special Occupants* before requesting a move in/move out date.
3. **Remodeling before Moving In:** Unit owner responsibilities for scheduling delivery/removal of remodeling material, appliances, and contractor/self-help work **before** moving personal belongings in must comply with Unit Modification, Hard Surface Flooring and scheduling requirements in PTCA Rules [Section 16 Use of Property and Unit Owner Responsibilities](#).
4. Once the association Manager determines that all required documentation has been satisfactorily submitted, the manager will notify the designated BOD member that the resident move is ready for scheduling. The designated BOD member will determine if the requested move dates can be accommodated. Every effort will be made to accommodate the owner's requested move dates. However, scheduling is first come, first served.
5. The designated BOD member will confirm the move date and will assign a PTCA Move Monitor who will conduct a pre- and post-move walk through with the Unit owner and will ensure compliance with safety, security, and other PTCA requirements on the scheduled move day. If additional time is required, arrangements must be made with the designated BOD member.
6. The Unit owner is expected to be the supervisory person for his/her own move in/move out as well as for the moves of his tenant/special occupant. If the owner is unable to act in that capacity, the owner must designate in writing a qualified representative who will assume the supervisory role. The designated representative **cannot** be the Unit owner's tenant or special occupant. Responsibilities of the Unit owner (or representative) include, at a minimum, being on site at Pacific Tower during the Pre- and Post-move inspections and monitoring security of the P1 East vehicle gate and P1 center elevator lobby.
7. All moving must enter and exit the building using **only** the P1 East vehicle gate between the hours of 9 AM – 9PM. Use of the P2 garage, the main entrance lobby or other pedestrian doors for moving is not allowed. The lobby entrance and the P2 garage may be used **only** for small household items that fit inside a red grocery cart.
8. Park the moving truck, U-Haul, or other vehicle in the yellow curb Loading Zone at the back of the building, outside the P1 East vehicle gate. Parking moving trucks or trailers inside P1 or P2 is not allowed. For safety reasons all vehicle, pedestrian and pet traffic through the P1 East vehicle gate will be blocked during loading/unloading.

9. **The Unit owner or his previously designated representative must supervise the P1 East vehicle gate at all times when it is open.** to preclude entry of non-resident vehicles or persons. Do not confront violators if you do not feel safe doing so. Notify a BOD member or call 911 immediately to report a trespasser. The Unit owner/resident must ensure their contractors, vendors, lessees, and guests follow all building security requirements.
10. In consideration of other building residents, the padded freight elevator is the only elevator to be used for moving.
11. Carry all furniture items or use dollies. Do not drag furniture or mattresses along the carpet. Do not prop anything against hallway walls or doors.
12. **Moving in** – Each unit has a small, designated storage space in a Refuse/Storage Room.
13. **Moving out** - Don't forget to remove your belongings from the Refuse/Storage Room.
14. Flatten cardboard boxes and recycle in P1 Garage Cardboard Recycle Bin.
15. Remove all other debris from PTCA property at the end of each day.
16. Immediately upon finishing the move, contact the PTCA Move Monitor to complete the post move walk through, restore freight elevator service, and rearm the electronic security.
17. **Moving In:** Contact the designated BOD member to register your vehicles and receive PTCA parking decals; activate pedestrian and/or garage entry fobs; register your name in the Main Lobby call box; and provide an emergency Unit entry code/key for the PTCA office safe.
18. **Moving Out:** Contact the designated BOD member to deregister your vehicles, deactivate your pedestrian and/or garage entry fobs, remove your name from the call box, and remove your emergency Unit entry code/key from the PTCA office safe.

## **ENFORCEMENT**

- ❖ Failure to properly schedule the move in/out in advance will result in an immediate (no warning) fine of \$500 for a resident move. Failure to schedule a move is considered a deliberate evasion of clearly defined Resident Move Rules and may result in repercussions in addition to the automatic fine as determined by the Board of Directors.
- ❖ Compromise of building security at any time during the move will result in an immediate fine of \$200.
- ❖ Failure to comply with any other Resident Move rules will result in an immediate fine of \$100 per infraction.
- ❖ Actual costs for paint touch up, cleaning or repairs caused by damage from any type of move will be assessed to the responsible Unit owner's account. Such costs are in addition to the move in fee or move out fee and any fines.