

WATERMARK MOVE IN / OUTS – GENERAL INSTRUCTIONS

1. Completed application must be turned in.
2. Review application to ensure accuracy and that all information is complete.
3. Contact Security Guards and have move put on calendar for Guards.
4. Contact applicant and confirm date and information
*Move Fee – \$300.00, payable to Watermark – Non-Refundable
\$500.00, payable to Watermark – Refundable after successful move
5. Directory – Whether Move Out or In, the Directory needs to be changed. Issue a Work Order from Access to House of Automation. Work Order to include unit telephone number and Code Number for the Unit to enable installation or removal.
* Note – Generally, when a resident/tenant moves out, no Work Order is required until a new resident/tenant moves in. Saves \$ at House at Automation.
6. Be certain all new information listed in the Move Application is entered in database.
7. Once the Move is completed, check with Security Guards to see if any damage was done. If none, void the \$500.00 Security Deposit check and return to applicant.
8. Log how many Move Ins / Move Outs are completed for the “administrative” time period for billings (reported to Carolyn).

MOVING PERMIT

Date of Move _____ at _____ am/pm. Estimated Hours _____

MOVE IN

OR

MOVE OUT

(CHECK ONE)

Name of Residents _____

Owner Tenant Change of Ownership Yes No

Unit # _____ at _____ Telephone No _____

Entry Card Number _____

Forwarding Address:

Street _____ Apt No _____

City _____ State _____ Zip _____

The undersigned has received and agrees to comply with WATERMARK MOVE IN/ MOVE OUT INSTRUCTIONS and understands that a copy of this form, when approved below by the Property Manager, constitutes an APPROVED MOVING PERMIT.

Signature _____ Date _____



APPROVED:

BY _____ Date _____

Watermark Property Manager

WATERMARK OWNERS' ASSOCIATION

MOVING COMPANY INSTRUCTIONS

1. All material must be moved through the garage to the elevator reserved for the move.
2. Medeco key (for elevator) must be provided by the resident.
3. Elevator load must be accumulated near the elevator and the elevator intermittently released for passenger use.
4. Care must be exercised to avoid damage to Common Areas, including but not limited to, marble floors, walls, and carpets. Movers must lay protective covering from the elevator to the owner's unit.
5. Elevator padding must be in place and the control panel open in the reserved elevator. The door control switch may be used, but no other switch in the panel should be moved.
6. Watermark staff will familiarize movers with the route to be followed.
7. Failure to comply with these instructions may result in cancellation of the move in/move out.

I have read and agree to comply with these instructions in moving

_____ in to out of

Unit # _____ at _____ on _____

Name _____ Date _____

Moving Company _____

Moving Company Address _____

Moving Co. Phone # _____ Fax # _____

Moving Company Drivers License # _____

***2 Men Will Move You Moving Co. is prohibited from entering the Watermark building and cannot be utilized for a Move In or Out.**

Watermark Owners' Association Information Sheet

Property Address & Directory Number

_____ Unit # _____
San Diego, CA 92101 Directory # _____

Owners Information

First Name _____	Last Name _____
First Name _____	Last Name _____
Mailing Address _____ <small>(Please include City, State, & Zip Code)</small>	
Home Phone _____	Work Phone _____
Cell Phone _____	**E-mail _____
** Insertion of your E-mail address above gives consent to use your E-mail address in connection with Watermark matters.	

Tenant Information

Tenant-1 Name _____	
Tenant-2 Name _____	
Tenant Home Phone _____	Work Phone _____

Vehicle Information

Make _____	Model _____	Year _____
Color _____	License # _____	
Parking Space # _____		
Make _____	Model _____	Year _____
Color _____	License # _____	
Parking Space # _____		

Emergency Information

In case of an emergency, please notify:

Name _____	Phone # _____
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Thank you for assistance in helping to keep our records accurate. This information is held in strict confidence. Please consider keeping a spare key to your unit in the locked box at the guards' station. Please take the time to read through the Watermark Rules & Regulations information.

Watermark Website: www.watermarkcondos.org
(Please ask the Guards for Username and Password)

03/07

WATERMARK OWNERS' ASSOCIATION

Pet Registration

Prior to bringing a dog or cat into the community, the owner must register the proposed pet with the management company.

Property Owners' Name: _____

Unit Address: _____

Owner Day Phone: _____ Owner Evening Phone: _____

Occupant(s)/Tenants: _____

Day Phone: _____ Evening Phone: _____

Pet Information

Registered Pet Owner(s) _____

Pet(s)/Breed _____

Pet Name(s), Size & Weight _____

As an owner at Watermark, I understand that I am responsible for the pet listed above and that I will be responsible to pay for any damages caused by the pet. In accordance with the CC&Rs, any damages caused by a tenant or guest of an owner of any unit is the responsibility of the owner. I agree to pay the non-refundable pet fee of \$300.00. I have read the Pet Policy and agree to abide by the policy.

Homeowner Signature: _____ Date: _____

If the pet owner is not the owner of the unit, please sign below indicating that you have read the Pet Policy and agree to abide by the policy.

Pet Owner Signature: _____ Date: _____

(If different from the unit owner)

1)

TENANT AGREEMENT

The undersigned having leased from _____
Owner

and intending to reside in Unit# _____ at _____
acknowledge(s) receipt of a copy of the Association Rules and Regulations.
The undersigned also will comply with the Association Rules and Regulations,
including, but not limited to, the following:

1. Pay fees as required by MOVE IN/MOVE OUT INSTRUCTIONS.
2. Advise the Property Manager at least one (1) week prior to the specific date the undersigned will move in/move out and schedule the move during weekdays between 8:00 a.m. and 5:00 p.m.
3. Dispose of properly wrapped garbage and trash in the appropriate chutes on each floor and carry recyclables such as newspapers, aluminum cans, and glass bottles as well as cardboard boxes to the trash rooms located at the garage level.
4. Comply with the rules regarding resident and guest parking.
5. The following card numbers are in use for this unit:
 - a. Entry card number _____
 - b. Owner's card number _____

TENANT _____ DATE _____

TENANT _____ DATE _____

NOTE: This form must be completed with a copy of the lease attached before a move is scheduled by a tenant.