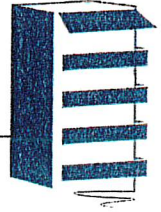


Lakeside Terrace Condominium



Checklist Move-In & MoveOut

Move-In

No moves are allowed without proper documentation. Please obtain or refer to the Lakeside Terrace Condominium Rules and Regulations. Copies of these documents are also available on our website: www.lakesideterracecondo.com.

New Owner: New owners must provide their settlement sheet as proof of purchase to the Office Manager within 10 calendar days before they plan to move in.

New Tenant: Please provide to our office, a twelve-month lease from your landlord as a minimum. The landlord should provide the condominium's Rental Facility License Number as registered with the Montgomery County Office of Landlord and Tenant Affairs.

Your Packet

- Please sign the following forms: The move-in/out permit, the Unit Resident Sheet Information Sheet, and the document *Receipt: By-laws and Regulations* acknowledging that you have read and understand the By-laws and the Rules and Regulation for the Lakeside Terrace Community.
- Please provide vehicle information including make, model, color, tag number and state your vehicle is registered in. Please bring your vehicle registration card with you as proof of ownership when you move in. The Lakeside Terrace Office will issue parking permits for each vehicle. This must be displayed on your rear view mirror, on the front dashboard, or in the rear window so it is visible at all times.
- A \$400.00 refundable damage deposit (must be a personal check, cashier's check, certified check, or money order) must be including in your document submission. This covers damage to the elevator, common, or limited-common area during your move. If no damage occurs, your deposit check will be returned to you after move in or out.
- A non-refundable \$200.00 move-in or out fee (must be a personal check, cashier's check, certified check, or money order) are collected before a move can begin.
- Only one move in each building will be allowed per day. Please schedule your moves as soon as your schedule permits. No moves will be allowed, without advance scheduling as defined in the Rules and Regulations. Move ins/outs are permitted between the hours of 8am-4pm Monday – Friday and Saturday between the hours of 8am-1pm. Move ins/outs are not permitted on Sundays. A one hour exception to rule may be made – with advance approval from the management office. Any required paid overtime to remove the pads, unlock and release the elevator back to normal operation service will be the tenant's responsibility.

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- Moves are only allowed through the elevator entrance located in each garage. A special padded service elevator will be available for your use during the move. The elevator will be locked down for your use only. Please ask the Office Manager about this procedure. Each building has a service road for moving trucks. Please refer to the aerial photograph in this packet, and refer to the arrows denoting the service road area for each building. Absolutely no moves are allowed through the lobby, building stairwells, or the passenger elevator. If you are unsure of the procedure, please refer questions to Lakeside Terrace personnel.

Other Important Information

- If new locks are installed on any condo unit entrance door, the owner must provide the office with a spare set for emergency keys. Please refer to the Rules and Regulations for further information.
- Please break down any cardboard boxes and place them in the dumpster room located by the building at the end of the service road.
- Trash rooms are located in the center lobby of each floor and to the right of the center stairwell as you look at the door.
- Laundry cards may be purchased in the second floor laundry room located across from the elevators. Each floor, except the first floor, has the laundry room located across from the elevators. The first floor laundry room is located in the 20 wing (120+ corridor) on the right as you enter the corridor.
- Any other significant information will be provided by our office when you schedule your move.

If You are Moving Out

- Move-in and move-outs are essentially the same with a few exceptions
- The same fees are collected for moving out as for moving in, but must be provided to the office before moving out.
- Please provide a forwarding address.
- Return your parking permit(s), and make sure your assigned storage bin is empty. The area must be clean and swept out before any damage deposit is returned. If you have a laundry card, you may leave it with the office.
- The same rules apply for use of the elevator. Again, there are absolutely no moves through the lobby, building stairwells, or the passenger elevator.
- Please do not place discarded furniture items by the dumpsters.