

<b>Move-In/Move-Out Notification Form</b>	<b>UNIT # _____</b>
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Please complete this form and return it to Marlborough Condo Association.

**RESIDENT INFORMATION**

NAME(S)		
PHONE(S)		
EMAIL(S)		
PLEASE SELECT ONE: <input type="checkbox"/> OWNER <input type="checkbox"/> RENTER <b>If you selected RENTER, please complete the following information:</b>		
LANDLORD NAME:		LANDLORD PHONE:
LEASE DATES (start/end)		

**MOVING/UNIT INFORMATION**

MOVING DATE(S)		
PLEASE SELECT ONE: <input type="checkbox"/> MOVING IN <input type="checkbox"/> MOVING OUT		
NAME OF MOVERS/MOVING COMPANY		
MOVING COMPANY PHONE NUMBER (____) ____-_____		
<b>IF YOU ARE MOVING OUT, PLEASE PROVIDE FORWARDING MAILING ADDRESS BELOW:</b>		
<b>NEW ADDRESS</b>		
CITY	STATE	ZIP

We understand that moving can be hectic and in order to help prepare you for your move, we ask that you familiarize yourself and your movers with our rules regarding moving. These rules are available on our website [www.marlboroughcondo.com](http://www.marlboroughcondo.com). Violations of these rules may result in fines. These guidelines were established to insure a moving process that is as safe and trouble-free as possible. We count on all residents for their cooperation in this matter. We are also aware that moving can create a lot of trash. You are responsible for the proper disposal of trash and the removal of large furniture. Any costs associated with having to remove trash or larger items will be passed on to the responsible party. Thank you in advance for your cooperation.

***MCA OFFICE USE ONLY***

MOVING FEE PAID \_\_\_\_\_ ANY MOVING DAMAGE \_\_\_\_\_ LIST DAMAGE, IF ANY \_\_\_\_\_

TRASH DISPOSED OF PROPERLY \_\_\_\_\_ CALL BOX UPDATED \_\_\_\_\_ UPDATED RESIDENT FORM SUBMITTED \_\_\_\_\_

COMPLIANT LEASE ON FILE \_\_\_\_\_ INSURANCE ON FILE \_\_\_\_\_

**NOTES:**