

Marlborough Condo Association

Move-In/Move-Out Notification Form

UNIT # _____

Failure to submit this completed form within 30 days of move-in/out date may result in recurring monthly fine of \$100.00.

RESIDENT INFORMATION

NAME(S)		
PHONE(S)		
EMAIL(S)		
PLEASE SELECT ONE: <input type="checkbox"/> OWNER <input type="checkbox"/> RENTER If you selected RENTER, please complete the following information:		
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 (____) ____-_____		
IF YOU ARE MOVING OUT, PLEASE PROVIDE FORWARDING MAILING ADDRESS BELOW:		
NEW ADDRESS		
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.marlbroughcondo.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: