



MOVE-IN'S/MOVE-OUT'S AND DELIVERIES (CHECKLIST)

Move-In's/Move-Out's:

- 1. General Liability Insurance:** (Sample of certificates on pages 3–4. Please ensure you submit certificates EXACTLY as shown.)
 - All moving companies must provide a current Certificate of General Liability Insurance of at least \$1,000,000.00.
 - Fortune House Condominium Association, Inc., must be added as additional insured, not just as Certificate holder. (Page 3)

- 2. Worker's Compensation Insurance:** (Sample of certificates on pages 3–4. Please ensure you submit certificates EXACTLY as shown.)
 - All moving companies must provide a current Certificate of Worker's Compensation Insurance of at least \$1,000,000.00.
 - Only workers who provide an active Worker's Compensation Exemption from the State of Florida Dept. of Financial Services will be allowed on the property. All other workers must be covered under an active worker's compensation insurance policy.

- 3. Security Deposit:** A refundable deposit of \$1,000.00 (Check or money order) made payable to "Fortune House Condominium Association." This fee is fully refundable if damages DO NOT occur to the common areas being used during move-in/move-out. Owner's/Resident's are responsible for any damages that they and/or their movers make in the hallways, elevators, receiving, or any other common/limited common areas. Damaging property will result in the deposit check being held until proper arrangements have been made with the Management Office. Should the damage exceed the amount of the deposit, the balance will be billed to Owner/Resident.

- 5. Acknowledgement of move-in's/move-out's and deliveries procedures:** Both pages must be completely filled out (Checklist & Acknowledgment of Procedures) and submitted with this package.

Deliveries:

- 1. General Liability Insurance:** (Sample of certificates on pages 3–4. Please ensure you submit certificates EXACTLY as shown.)
 - All delivery companies must provide a current Certificate of General Liability Insurance of at least \$1,000,000.00.
 - Fortune House Condominium Association, Inc., must be added as additional insured, not just as Certificate holder. (Page 3)

- 2. Worker's Compensation Insurance:** (Sample of certificates on pages 3–4. Please ensure you submit certificates EXACTLY as shown.)
 - All delivery companies must provide a current Certificate of Worker's Compensation Insurance of at least \$1,000,000.00.
 - Only workers who provide an active Worker's Compensation Exemption from the State of Florida Dept. of Financial Services, will be allowed on the property. All other workers must be covered under an active worker's compensation insurance policy.

- 3. Security Deposit:** A refundable deposit of \$1,000.00 (Check or money order) made payable to "Fortune House Condominium Association." This fee is fully refundable if damages DO NOT occur to the common areas being used during move-in/move-out. Owner's/Resident's are responsible for any damages that they and/or their movers make in the hallways, elevators, receiving, or any other common/limited common areas. Damaging property will result in the deposit check being held until proper arrangements have been made with the Management Office. Should the damage exceed the amount of the deposit, the balance will be billed to Owner/Resident.

- 4. Acknowledgement of move-in's/move-out's and deliveries procedures:** Both pages must be completely filled out (Checklist & Acknowledgment of Procedures) and submitted with this package.

Unit #: _____ Owner's/Resident's Name: _____
 Move-in/Move-out/Delivery: _____ Proposed date of Move/Delivery: _____
 Proposed start/end time of move/delivery: _____ to _____
 Moving/Delivery Company Name: _____
 Moving/Delivery Company Phone #: _____

MOVE-IN'S/MOVE-OUT'S AND DELIVERIES (ACKNOWLEDGEMENT OF PROCEDURES)

IMPORTANT: Only complete packages will be reviewed. If any items on the checklist are missing, the request will be denied.



Dates/hours of operation: Monday through Friday (9:30 AM to 4:30 PM)
Move-in's/move-out's, and deliveries not permitted on weekends or holidays

1. All move-in's/move-out's and deliveries must be scheduled with the Management Office and are subject to availability. Please email administrative@fortunehouse.org to reserve the service elevator.
2. Only one (1) move in or move out will be scheduled per day.
3. Moving in or out of the Condominium must be accomplished by professional and insured moving companies that meet the minimum requirements set forth in the Association rules and regulations.
4. Requests for move-in's/move-out's and deliveries must be given at least 48 hours in advance, which is subject to availability, in order to properly reserve the service elevator.
5. Moving companies must arrive on the property before 1:00 PM. Full moves will not be permitted to commence after 1:00 PM.
6. All moving/delivery trucks must be off of the property by 4:30 PM. (No exceptions.)
7. Before commencement of work each day, movers must protect the hallway floor with a hard surface (such as masonite, Ram Board, or any other hardboard covering) from the freight elevator to the unit in which they are working.
8. At no time shall any resident be permitted to move their belongings into or outside of the unit beyond the permitted hours. In the event that any resident is found to be moving their belongings in violation of this provision, there will be a penalty determined by the Association. The receiving personnel will immediately instruct the movers or resident to discontinue the move.
9. The Management Office reserves the right to ask moving or delivery personnel to leave the property and/or deny future access to ensure orderly move-in's/move-out's and deliveries.
10. Moving vehicles are permitted to park in designated areas only and must not park on the entrance driveway or obstruct any driving lanes.
11. One service elevator has been designated for move-ins/move-outs and deliveries.
12. No overnight storage permitted in the receiving area or building hallways
13. It is the responsibility of the Resident and/or contractor to ensure that a copy of these procedures is provided to the moving/delivery company and that all employers of that company comply accordingly.

I, _____, certify that I have read and understand the terms of the move-in's/move-out's and delivery procedures for Fortune House Condominium Association.

Signature: _____ Date: _____

OFFICE USE ONLY

Received by: _____ Date: _____

Scheduled? _____ Scheduled Date: _____

Office Signature: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UNDER THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Terry Heitner	
	PHONE (A/C, No, Ext): 516-280-7676 FAX (A/C, No): 516-280-7677	
	E-MAIL ADDRESS: theitner@capacityny.com	
INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Vanliner Insurance Company	21172
	INSURER B : AXIS Insurance Company	37273
	INSURER C : Navigators Insurance Company	42307
	INSURER D : Markel American Insurance Company	28932
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: 491752634 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	Y		7/25/2018	7/25/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> MCS-90	Y			7/25/2018	7/25/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	Y			7/25/2018 7/25/2018	7/25/2019 7/25/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Excess Umbrella \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y		7/25/2018	7/25/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Property/Motor Cargo Trailer Interchange				2/1/2018	2/1/2019	\$250,000 /Conveyance \$35,000 /Occurrence

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Subject to Policv Terms & Conditions...

Certificate holders is listed as an additional insured with regards to the general liability insurance.

CERTIFICATE HOLDER	CANCELLATION
Fortune House Condominium 185 SE 14 th Terrace Miami, FL 33131	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Robert Salem</i>