



UNIT OWNERS
ASSOCIATION

MOVING REGISTRATION

Please fill out this application and submit to:
customerservice@ejfrealestate.com

Questions about the application or
the move in/out policy should be
sent to: **board@brittanydc.com**

Filling out this application does not guarantee approval. EJF
will schedule a concierge for the dates requested and confirm
via email.

| Name(s) of Unit Owner(s) | Name(s) of Tenant(s) | |
|---|-----------------------|------------------------|
| UNIT # | Moving In | Moving Out |
| Who shall we contact to coordinate this move? | Owner | Tenant |
| Contact Mobile Number | Contact Email | |
| Move Date Requested | Morning (8am–12pm) | Afternoon (1pm–5pm) |

Governing Resolution and Instructions

ADMINISTRATIVE RESOLUTION NO. 11 THE BRITTANY CONDOMINIUM
MOVE IN RESOLUTION

WHEREAS, Section 4.2 of the By-Laws states that “... Pursuant to subsection 301(b) of the Condominium Act, and except as otherwise expressly provided in these By-laws or in the Declaration, the powers and responsibilities assigned by the Condominium Act to the Unit Owners Association are delegated to the Board of Directors...”;

WHEREAS Section 5.1, Subsection (5) of the By-Laws states that the Board of Directors have the power and duty to “Make and amend Rules and Regulations respecting the use of the Condominium.”; and

WHEREAS there is a need to establish a move-in policy.

NOW, THEREFORE, BE IT RESOLVED THAT a non-refundable moving fee (the “**Moving Fee**”) of **\$400** shall apply to all moves into the building; provided, however, that the following units shall have alternate Moving Fees as follows: Apartments B-3, B-4, 107 and 108 shall have a Moving Fee in the amount of \$150.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Brittany Condominium Moving Policy shall read as follows:

- A. **Allowed moving doors:** All moves into/out of the building, deliveries (furniture, firewood, etc.) and bicycle entrances and exits must take place through the New Hampshire Avenue or V Street entrances. Units 107 and 108 may move in/out through the front door accesses to those units. Units 105 and 106 may move in/out through the 16th Street lobby.
- B. **The passenger elevator** must not be used for moves in/out of the building or deliveries.

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C. **All moves into/out of the building must be scheduled and confirmed at least 72 hours** in advance with the Management Agent. For purposes of this Moving Policy, Management Agent shall mean EJV Real Estate Services (1428 U Street NW, 2nd Floor, Washington, D.C. 20009), which Management Agent may be changed from time to time by the Board of Directors. The Management Agent will schedule only one move-in or move-out on any given day. Moves into/out of the building may only take place upon completion of the Move-in/Move-out Registration form, receipt of the Moving Fee (see item E below), receipt of rental lease agreement and/or addendum to lease (if applicable), and written acknowledgment by the Management Agent.

To Be Completed by
EJV Real Estate Services

RECEIVED

Payment in the Amount of
 \$400 \$150

Resident Information
Form Yes No

Lease Agreement
(for Non-owner Residents)
and Addendum to Lease
 Yes No

▶

By

▶

Date

DO NOT CONFIRM ANY MOVING ARRANGEMENTS WITH YOUR MOVING COMPANY UNTIL YOU HAVE RECEIVED WRITTEN ACKNOWLEDGEMENT FROM THE MANAGEMENT AGENT.

D. **Moves into/out of the building are permitted Monday through Saturday** only, between the hours of 8:00 a.m. and 7:00 p.m. Any move not finished by 7:00 p.m. must be completed on the next available and permitted day. Sunday and holiday moves will not be scheduled. Management has the authority to postpone any move, with no liability, if the elevator is out of service or in the case of an emergency.

E. **The Moving Fee covers** the association's cost of 1 (one) move-in and 1 (one) move-out of the same resident and it is paid upon move-in.

F. **Moves are coordinated in 4 hour increments.** You may choose between 8:00am–12:00pm and 1pm–5pm. Different 4 hour blocks can be requested and may be approved upon request and availability of the moving concierge. Any additional time beyond 4 hours should be requested upfront whenever possible. Additional hours will be charged to owners at the rate of \$75/hour.

G. **Checks should be made payable to** The Brittany Condominium Association and set to EJV at 1428 U Street NW, 2nd Floor · Washington, DC 20009. The Moving Registration form and payment is required to be completed and forwarded to the Management Agent before any moving can be scheduled. The freight elevator reservation is included in the fee.

H. **Unit owners are responsible** for making sure Management has received the Moving Registration and Fee as well as Tenant's Information Form, and a signed copy of the rental lease agreement and/or addendum to lease agreement (specifying who will live in the unit), if applicable. Any failure to meet these requirements will result in fines.

I. **The freight elevator** will not be reserved and may not be used without receipt of the Moving Fee and written confirmation of the move by the Management Agent. The passenger elevator shall not be used to move furniture, boxes or other heavy equipment.

J. **Damages** to the elevator and other/any common areas may result in possible suspension of the move and any charges incurred by these damages will be charged to the unit owner. Special care must be exercised during the move not to overload or damage the freight elevator.

K. **Blocking entrances:** In no case should the building's entrances and/or lobby areas be rendered impassable as a result of a move. No items taken from a moving truck must not be left outside for any period of time and moving trucks are absolutely forbidden from parking in the driveway.

L. **Proper equipment is mandatory**, i.e. hand trucks, carts, straps, dollies, and similar controlling equipment

M. Building should not allow access to anyone who does not produce a key to open the door.

EFFECTIVE DATE OF RESOLUTION: TBD