



KIMBALL LOFTS
Move-In/Move-Out Policy
EFFECTIVE IMMEDIATELY

In an effort to preserve the beauty of our building in which we all share an interest, a new move-in/move-out policy has been established. A deposit check of \$500.00 must be submitted by the owner to **PJ Morgan Real Estate, Attn: Ann Kinder, 7801 Wakeley Plaza, Omaha, NE 68114**, forty-eight (48) hours in advance of your move-in or move-out dates. Elevator pads, which are stored in the Vault in the community room, must be used to protect the elevator walls during your move and the floor of the elevator must be covered/protected. An inspection of the walls, floors, lobby, common area hallways and elevator will take place once we have been notified that you have finished moving ALL of your items. If no damage to the premises is identified, your deposit check will be returned. Failure to turn in a deposit and move without notification will result in the cost of repairing any damages being charged directly to your account.

Building repairs are a cost to the Association and elevated costs means higher assessments. Your neighbors will be grateful for the extra care that you took while moving and your efforts will result in lower costs for you and the Association. Your cooperation is greatly appreciated.

Owner _____ Date _____

Owner _____ Date _____

For Office Use Only
Date received: _____

Date inspection completed: _____

By: _____