

# MANGROVE CAY I CONDOMINIUM ASSOCIATION, INC

3001 Executive Dr., Suite 260, Clearwater, FL 33762

(727) 573-9300 – Fax 727-573-8549

## MOVE IN / MOVE OUT INSTRUCTIONS

1. Move in/out days are limited to **Tuesdays and Thursdays**.
2. Move-ins or move-outs must be **scheduled** between the hours of **7:00 a.m. and 5:00 PM on Tuesdays and Thursdays**.
3. No moves will be allowed without an appointment and approval from the Board of Directors.
4. New Residents may not begin scheduling movers, contractors nor any other outside vendor PRIOR to the Orientation Meeting; Including but not limited to: painting, window treatments, flooring and/or delivery of new appliances.
5. **ALL outside service providers** must submit for approval: current copies of their Business License and Liability Insurance which must name "*Mangrove Cay 1 Condominium, Inc located at 10851 Mangrove Cay LN NE, St. Petersburg, FL 33716*".
6. Moving in or out arrangements are to be coordinated with the Property Management Company and not directly with the Maintenance Person.
7. A Non-Refundable Administrative Move-in Fee of \$300.00 is due at the time of submitting the **Purchase/Lease APPLICATION**.
8. New Residents must contact the Mangrove Cay 1 Board of Directors at [MC1.resident2020@gmail.com](mailto:MC1.resident2020@gmail.com) to schedule an Orientation Meeting PRIOR to moving in.
9. At least **24 hours** advance **notice** must be given to Property Management at (727) 573-9300, requesting the elevator pads be put in place for the move.
10. Residents moving out are **required to submit a \$100 refundable elevator key deposit and a \$300 damage/trash deposit**. Deposits will be returned upon inspection for damage and receipt of the key. No keys will be dispensed to moving companies.
11. Owners/Tenants (moving out or moving in) may obtain the key for the elevator from the Property Maintenance Person; to lock and hold the elevator for loading/unloading. You must pick up the key during the normal working hours between 7:00 a.m. and 3:00 p.m. **No keys will be given out prior to:**
  - Board approval
  - without an appointment **and**
  - making the required deposit
12. All move-ins or move-outs must come **through the ground level elevator doors**.
13. **No large trucks are allowed on the second level.**
14. Owners or Tenants may only use the Freight Elevator #1 for moving out or moving in.
15. Owners/Tenants **must always be present or have an authorized representative present** during the move.
16. Residents moving in are **required to remove all their boxes OR break down all boxes**. Broken-down boxes are to be placed in the Trash Room located in the Lower Level Garage **along the inside wall**.
17. **Residents may not, at any time, deposit large items in the trash room or outside by the dumpsters must schedule a (FREE) special pick up with the City Sanitation Department to remove large items.**