



# MOVE-OUT APPLICATION

Moves may be scheduled for Monday through Friday, 9 AM to 4 PM, excluding holidays.

Occupant Name(s)	Unit Number
Unit Owner's Name (if applicable)	Unit Owner's Phone Number (if applicable)
Move-Out Date	Move-Out Time
Current Telephone Number(s) of Resident(s)/Occupant(s)	
Home Phone	Cell Phone
Move out Fee Paid	Date Payment Received

Moves may be scheduled for Monday through Friday, 9 AM to 4 PM, excluding holidays. The service elevator will be padded and locked off for you. The move must be completed by 4 PM on the date of the move. If the move is not completed by 4 PM, the owner/resident is responsible for scheduling a new date to complete the move.

Moving vans will be parked north of the yellow line on the driveway north of the west entrance canopy and will not block the main entrance or visitor parking spaces.

The entrance doors to the lobby will not be left open. The resident is responsible for admitting movers to the building during the move.

Furniture and other items moved will be transported directly from the moving van into the service elevator and will not be permitted to accumulate in the lobby, the hallways, or in front of the building.

Refer to the Resident Handbook for information.

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

AKW Staff Signature \_\_\_\_\_ Date \_\_\_\_\_