

Move-In / Move-Out Procedures

Responsibility for Damage – Unit owners are ultimately responsible to the Condominium for any damage that occurs to the common areas of the building during a move-in or move-out. This includes any damage done by their tenants during moves.

\$100 Moving Fees - There is a \$100 non-refundable fee for a move-in, and a \$100 non-refundable fee for a move-out. Both fees are payable one week in advance of any planned move. Checks should be made payable to Capital Hill Condominium, Inc. Owners of rental units are responsible for both fees. Fees defray the cost of wear and tear on common areas.

\$400 Damage Deposit - A separate check for \$400 made payable to Capital Hill Condominium, Inc. is due one week prior to a move-in or a move-out to offset possible damage. The deposit will be returned less the cost of any damage done during the move.

Moves Must be Made Through Basement (Lark Street) Entrance - Moves are not permitted to be made through the lobby. Do not leave the basement door unattended while it is unlocked or open.

Parking Spot Reservation for Moving Vehicle - The unit owner or his/her tenant should contact the City of Albany Traffic Engineering Department to reserve a parking spot on Lark Street for a move. The City needs several days advance notice to ensure a reserved parking space. Call: (518) 434-5791 for parking reservations.

Elevator Protective Drapes - Please give one-week advance notice to ensure that protective drapes are hung in the elevator.

Mailbox Listing, Lobby Intercom Connection, Emergency Contact Information, and Email Address - For move-ins, please provide the name(s) of new resident(s) to be listed on the lobby mailbox, phone number(s) (maximum one per person) to be connected to the lobby intercom, and, email address(es) for the building's email list, and unit owner contact information for rental units. See also the *Emergency Contact Information* chapter in this Handbook.

The lobby intercom can be connected to a land line telephone (hardwired telephone) or cell phone number. Once your phone is coded into the system, visitors can call from the lobby intercom to your phone by dialing the code listed next to your name. You can talk to a visitor for up to 30 seconds or press "9" on your phone to buzz open the entrance door in the lobby.

Pets – All pets must be approved by the Board of Directors and registered with the Condominium. There is an annual fee which must also be paid. For more information see *Pet Policy* in this Handbook.

Mailbox Lock and Key – Unit owners and tenants should contact the Condominium Maintenance Contractor at workorder@chcondo.com if they need a replacement lock or key to the mailbox that is assigned to their unit. (For more information see Mailbox Lock and Key in *Safety and Security* chapter of this handbook)

Rental Units – Additional Requirements

- **Owners who lease units must submit a Lease Rider to the Board of Directors for approval and comply with other regulations before tenant takes possession of unit.** See *Leasing/Renting of Units and Lease Rider in this Handbook*.
- **Owners Responsibility to Apprise Tenants of These Requirements and Other Relevant Requirements contained in the Owners Handbook.** Owners must ensure that tenants are notified of the information herein as may be applicable. A copy of the Owners' Handbook is available for reference on the Condominium Web site at www.chcondo.com.
- **Owners Responsibility to Obtain a Residential Occupancy Permit (ROP)** - Owners must obtain an ROP from the City of Albany Department of Buildings and Regulatory Compliance prior to any tenant occupying their unit. Contact the City Building Dept. at (518) 434-5995 to schedule an inspection of your unit for compliance with the city code. Issued ROP's are valid for a period of eighteen months from the date of issue and must be renewed by the unit owner upon expiration.
- **Annual Rental Unit Fees and Damage Deposit** - Owners are responsible for payment of annual rental fees for rental units. Fees are due upon the commencement of a lease and at each anniversary date thereafter.

Rental Unit Fee Schedule:

A-units:	\$500	E-units:	\$300
B-units:	\$300	F-units:	\$500
C-units:	\$600	Penthouse:	\$600
D-units:	\$400		

Damage Deposit on Rental Units – Owners may direct their tenants to submit the damage deposit check, but the unit owner is ultimately responsible for providing the damage deposit of \$400 on any rental unit. It will be refunded less any damage that has occurred to the common elements or limited common elements of the building thirty days after the tenancy ends.