

SCOTTSDALE SHADOWS IV, INC.
7800 E. Camelback Road
Scottsdale, AZ 85251

MOVE-IN AND MOVE-OUT AND LARGE ITEM DELIVERY RULES

1. Notify RCI Office 24 hours in advance of any move-in/move-out or large item delivery (i.e. furniture or appliances).
2. Owners or renters must obtain move-in/move-out form from the RCI receptionist. Completed form and \$200 (refundable) damage deposit must be in RCI office at least 24 hours in advance of move.
3. Owners or Renters may pick up two Keyfobs from Community Services on the day of the move to be used by the movers. Fobs must be returned upon completion of the move. Owners/Renters will be assessed the cost of any fobs not returned to Community Services.
4. Elevator and landings must be padded by RCI prior to move or delivery to protect the floors and walls.
5. Moving and deliveries may only be done by garage or west stairwell entrances
6. Entry doors must never be propped open.
7. Moves must occur between the hours of 8 am – 6 pm Monday –Friday. No moves on Saturdays, Sundays or holidays except moves are allowed the last Saturday of the month.
8. Moving vehicles must not park in red zones, no parking zones, or underground privately-owned parking spaces.
9. Items may not be staged in hallways, elevator areas, garage lobby or in the underground garage entry ramps. Do not block cars or foot traffic routes.
10. Owners are responsible for any damage done to the hallways and common areas, and the cost of repair and/or cleanup shall be deducted from the deposit.
11. Damage deposit can be picked up from RCI office once move is completed and building is inspected for damage by Community Service and approved by board of directors' designee.