

SCOTTSDALE SHADOWS

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

Move-In and Move-Out

1. Moves must occur between the hours of 8 am–7 pm Monday–Saturday. No moves on Sundays or holidays. There is a \$250 fine for non-compliance.
2. Completed move-in/move-out form must be submitted by owners or renters at least 24 hours in advance of move. Unit owners are responsible for ensuring their renters are notified of moving policies. The form is available online or in the RCI office. Completed form, along with \$100 (non-refundable) administrative fee (check), and \$200 (refundable) damage deposit check must be in RCI office prior to move. \$250 fine for non-compliance.
3. Owners or Renters may pick up two key fobs 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. Moving vehicles must not park in Red Zones, No Parking Zones, or underground privately-owned parking spaces. Vehicles are to be parked next to curb line as close as possible within 6”.
5. Damage deposit can be picked up from RCI office once move is completed and the building is inspected for damage by Community Services before and after a move.

Large Item Delivery and Removal

1. Notify RCI Office 24 hours in advance of any large item delivery/removal (i.e. furniture or appliances) so elevators can be padded. Deliveries/removals are limited to Monday to Saturday 8:00 am-7:00 pm.

Move-In and Move-Out and Large Item Delivery and Removal

1. Elevator and landings must be padded by RCI prior to move or delivery/removal to protect the floors and walls.
2. Moving and deliveries may only be done by garage or west stairwell entrances. NO deliveries or moves may be made through the main floor lobbies.
3. Elevator doors must never be propped open or detained while materials are transferred between trucks and living quarters.
4. Entry doors may never be propped open if owner is not present. Have the movers use the key fobs that can be provided through Community Services.
5. 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.
6. 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.