



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 large item delivery (i.e. furniture or appliances) so elevators can be padded. Deliveries are limited to M-F 8am-7pm.
2. Completed move-in/move-out form must be submitted by owners or renters at least 5 days 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, and \$200 (refundable) damage deposit must be in RCI office 5 days 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. 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. NO deliveries or moves may be made through the main floor lobbies.
6. Entry and elevator doors must never be propped open.
7. Moves must occur between the hours of 8 am – 7 pm Monday –Friday. No moves on Saturdays, Sundays or holidays except moves are allowed on the last Saturday of the month. \$250 fine for non-compliance.
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.

