Move In / Move Out Instructions

1. There is absolutely no moving on Sundays – no exceptions.

2. If you are a new owner, please bring a copy of your closing statement. If you are a new tenant, please bring a copy of your lease agreement. (Also note we will need a copy of your photo ID)

3. Two separate checks are required:
    - $200.00 refundable deposit
    - $50.00 non-refundable fee

4. Deposit checks are held here at the HOA office until the move is complete.

5. Once we have received the checks and the forms have been filled out, you will receive a move in/move out pass for the moving truck.

6. Once the move is finished, security is contacted @818-644-9788 to perform a walkthrough inspection and make sure the common areas have not been damaged and/or scratched. Once this has been confirmed, the HOA will return the deposit check.

7. Moving trucks and vans are not allowed to park on the property overnight.

8. New residents should request security's assistance in finding the best place to park the truck and unload. Also, security can assist with placing cones around the area to avoid slip and falls.

9. Service elevator MUST be used in each building IF there is one provided in that building. The following buildings have service elevators: 1, 2, 3, 4, 5, 9, and 15.

10. Movers insurance is required to be on file. If it is not on file already, please have the moving company contact the HOA office for proper insurance to be emailed or faxed.

11. If you have a Power of Attorney letter or form, please allow the office up to 48 hours to have our legal counsel review it.

Moving In/Out Requirements –When you are using Professional Movers

1. General Liability -The Association needs to be listed as "Additionally Insured" using the language below;

   Warner Center Condominiums Association
   C/o Ross Morgan & Company
   5555 Canoga Avenue
   Woodland Hills, Ca 91367

2. Proof of Workers Comp

(*please note that your movers will not be allowed on-site without both of these*)