

THE FRANCESCA

MOVE POLICY

Access to Building

The "Movers" (defined as residents moving in or out) moving personal property into or out of the Building (the "Move") must use one of the garage doors for access to the Building via the mezzanine or the basement only. With the exception of Units 101, 102, and 103, Moves may NOT be accomplished through the front door unless there is some extremely unusual circumstance, in which case the President of the Board may approve an exception to this Rule. The occupants of Units 101, 102, and 103 may move through the front door.

Moving Van Parking

In order to assure the availability of parking for the moving van or truck on Sacramento Street, Movers can contact the San Francisco Police Department at the Central Office on Green Street. For a fee based on the number of spaces needed, the SFPD will post signs restricting parking on the day desired, from 8 AM until 4 PM. This fee must be paid by the Mover.

Timing the Move

Moves are permitted only during the hours of 8 AM until 5 PM, Monday through Friday, excluding federal holidays. Only one Move into or out of the Building is permitted on the same day. The first party to make arrangements with the Manager for the day in question will be the one permitted to move. Movers are encouraged to contact the Manager as far in advance of the Move as possible to reserve the day desired. A minimum notice of 24 hours is required to make necessary arrangements to accommodate the Move.

Avoiding Damage During the Move

The Manager will arrange for elevator pads to be hung during the Move. Notwithstanding the foregoing, the Mover will be responsible for and must pay for any damage to Common Area property and finishes which are damaged during a Move. To avoid such damage a Mover is encouraged to take such additional measures as necessary to protect floors, floor coverings, walls, etcetera. The Manager will also arrange for a security guard, at the Association's cost, to be on site at the street entrance being used during a Move to prevent unauthorized entry to the Building while the garage door is left open. While the presence of the guard may discourage unauthorized tampering with a Mover's personal property while it is on the truck or the sidewalk, the Association in no way guarantees the safety of the Mover's personal property and shall not be liable for any loss or damage thereto during a Move.

Fees and Deposits

The fee for moving INTO OR OUT OF the Building periodically set by the Board and noted in Exhibit C. If violations or damages are caused, a portion of this deposit will be kept by the Association. The Doorman will perform a pre and post move inspection to determine if damage is caused during the move. There is no fee for a Move from one Unit to another within the Building.

Move Fee	\$500 per occurrence
Staging Fee	\$500 per occurrence
Refundable Deposit (Moves and Staging)	\$500 per occurrence

Notice

The Manager will post a notice in the lobby to alert all residents that a move will take place. The date of the move will be posted as well as approximate times. Owners who do not have access to a service elevator are asked to make note of these notices to avoid waiting time and delays.

Coordination

Unexpected situations other than emergencies during moving times must be reported to the doorman-on-duty. The doorman will make every attempt to coordinate use of the elevator with the movers, however, it may not be possible to avoid delay.

THE FRANCESCA

Moving/Staging Agreement

Authorization is hereby granted for:

Owner/Lessee of Unit#

To Move In Move Out

Date of Move:

Movers' Name:

Movers' Phone and Email:

Movers Contact Name:

Movers must provide Evidence of Liability Insurance for a minimum amount of \$2,000,000 naming the Francesca and Management company as additional insured and certificate holder on the policy for the move.

Evidence of Insurance Received: Yes No

Applicable Hours for Moving are: Weekdays (excluding federal holidays) 8:00am to 4:30pm ONLY NO EXTENSIONS OF TIME WILL BE ALLOWED

The Francesca charges a refundable security deposit of \$500.00 and an additional non-refundable Move fee of \$500.00 for all moves. This includes moves in and out of the Francesca and moves from one unit to another within the building. Checks are payable in advance to the Francesca.

Person Moving

Date

SECURITY INSPECTION:

There was no damage done.

There was damage as follows:

Doorperson Signature

Date

This moving authorization/contract is subject to the enclosed copy of Move In and Out Procedures and Policies. I agree to supervise my movers and make sure they abide by the Rules of the Association.

Phone Number _____ of owner or owner's representative.

Unit Owner Signature