



## **MOVE-IN/MOVE-OUT NOTIFICATION FORM**

All move-ins and move-outs must be scheduled with the Association's management company at least seven (7) days in advance of the moving date. Move-in and move-out procedures may vary by community. Please refer to the Association's Rules and Regulations or contact our office for specific requirements.

It is the responsibility of all unit owners and/or their tenants to break down and dispose of all boxes of any size, including moving boxes. Please note that no move will be scheduled without a valid Certificate of Insurance (COI) from the moving company on file.

**Please complete and return this form to Braeside Community Management along with any applicable move fees and/or deposits.**

Name(s): \_\_\_\_\_

Address Moving To/From: \_\_\_\_\_

Unit #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person Moving:  Owner  Tenant      Moving:  In or  Out

**If a Tenant:**

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Date(s) of Move: \_\_\_\_\_

Requested Start Time of Move\* (refer to Association Rules): \_\_\_\_\_

*\*Please Note: The move will not be scheduled if an accurate time is not provided.*

**Entry System Information\*\* (if applicable):**

*\*\*Please Note: Entries appear last name, first initial.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please return the completed form and moving fee/deposit by one of the options below:**

- Mail: Braeside Community Management  
790 Estate Drive Suite 100  
Deerfield, IL 60016
- Email: [cs@bcmltd.com](mailto:cs@bcmltd.com)
- Fax: 847-504-8040