



HORIZONS

MARINA DISTRICT

MOVE-OUT GUIDELINES



MANAGEMENT OFFICE

Monday – Friday | 8:00 am to 5:00 pm | 619.338.4096

Daniela Enck | General Manager
denck@actionlife.com

Tyler Döty | Manager Assistant
tdoty@actionlife.com

Please complete and sign the below forms. To schedule your move-out, please return the Move Agreement with deposit and move fee to the onsite office or via email tdoty@actionlife.com as soon as possible. Remember, your move cannot be confirmed until all required fees and documents have been submitted.

WE WISH YOU LUCK ON YOUR NEW ADVENTURE!



MOVE-OUT AGREEMENT

Please read, sign and return this Move-out Agreement to the Manager Assistant no less than 48 hours before your move.

Your move will not be confirmed until all documentation and fees are received by the Management Office.

Horizons-Marina District Owners Association (“Horizons”) has Rules and Regulations (“Community Handbook”), CC&Rs, and Architectural Guidelines for the benefit of all in our community. These Governing Documents provide standards that everyone can live by while ensuring the community is maintained at a level which is a source of pride. To maintain our exclusive reputation, we ask for your assistance.

1. Each move requires a \$300.00 refundable security deposit check made payable to Horizons-Marina District and \$175.00 non-refundable moving fee paid to J & A Move Coordinating. J & A will send an invoice to the resident 24 hours in advance to receive your credit/debit card for payment. Choose from a four-hour window, either 8:00 AM – 12:00 PM or 1:00 PM – 5:00 PM. The overtime rate will be \$50.00 for each additional hour.
2. **If you cancel the move and do not provide 48- hours’ notice, a \$175.00 fee will be charged.**
3. An appointment to schedule a move must be made five (5) business days in advance to ensure elevator access within a specific timeframe and day. Moves occur in four (4) hour increments during the following hours: 8:00 AM to 12:00 PM or 1:00 PM to 5:00 PM. Any move that exceeds the scheduled time will result in an additional payment of \$50.00 for each additional hour. Moves are conducted Monday-Friday, except for: New Year’s Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the Friday after it, and Christmas Day. Please contact the Management Office to schedule moves and deliveries. Unauthorized moves are subject to a fine per Horizons’ Governing Documents.
4. Elevator pads and hallway runners are required for your move. Possessions may not be “staged” in the lobby or residential hallways. Movers must also remove large boxes/trash from premises. Flatten and discard small boxes and take them to P-1. Do not place them in the refuse room on your floor.
5. All moving companies must carry their own insurance to cover damages. You or your moving company must provide the Management Office with a current Certificate of Liability Insurance Naming Horizons-Marina District Owners Association as an additional insured, and Workers’ Compensation Insurance. No moving company will be permitted entry to Horizons without first providing such certificate of insurance.
6. I have read the Move-out Agreement for Horizons. I understand and agree that;
7. I will accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities if damage is incurred as a result of my move.
8. I acknowledge that if there is no damage, my deposit will be returned to me within thirty (30) days of my move.

The move-out is scheduled for _____ from 8:00 AM to 12:00 PM or 1:00 PM to 5:00 PM.
Date of move

I understand and agree to all terms as described in the Procedures

Name: _____

Unit: _____ North or South

Signature: _____

Date: _____



INSURANCE REQUIREMENTS

Horizons-Marina District Owners Association, hereinafter collectively referred to as “Horizons,” requires that a Certificate of Insurance and Endorsement be submitted at least 48 hours prior to each move or delivery. Please note that a move or delivery is NOT confirmed until the certificate is received by Management.

The endorsement must include ALL of the following:

- Prior to any move or delivery, the company must supply the Association with a current certificate of insurance with a minimum of \$1,000,000 for both general liability and workers compensation before any move/delivery can begin.
- The certificate(s) must name Horizons- Marina District Owners Association and Action Property Management, Inc. as an additional insured in the Certificate Holder Box at the bottom of the Insurance Form with the below address.
 - Horizons-Marina District Owners Association
Action Property Management, Inc.
555 Front Street
San Diego, CA 92101

RESIDENTIAL SELF-MOVE OUT AGREEMENT

I, _____, resident of unit _____ North or South have scheduled a self-move out
Your name Unit number
at Horizons on _____ between the hours of 8:00 AM to 12:00 PM or 1:00 PM to 5:00 PM.
Date of move

As I am not utilizing a moving company, and therefore, have no liability insurance coverage for my move, I understand that I will be responsible for any damage done to Horizons' common areas during my move. Furthermore, I am aware that a pre-inspection and post-inspection of the common areas will be performed in relation to my move to ensure all pre-existing and new damage is documented accurately.

Print Name: _____

Signature: _____

Date: _____