

**Capitol Places V – 1520 Main Street
Move in – Move out
Procedures and Reservation Form
(72 business hours' notice is required)**

Homeowners Name: _____
(Please print)

Homeowners Phone Number: _____

Homeowners Email Address: _____

Unit Number: _____

Tenant's Name: _____

Tenant's Phone Number: _____

Tenants Email Address: _____

Move in/out Dates: _____
(Please list the beginning and ending dates for the move)

Procedures:

A deposit of \$250.00 is required for all moves (in or out). Please make check payable to Capitol Places V and mail to 1216 Pickens Street. If the resident fails to take down and return the elevator pads to the storage room on the end date specified above and if there is any damage to the building (ceiling tiles, elevator, walls etc.) the \$250.00 will be non-refundable. Also, the homeowner is subject to additional charges once the damage has been accessed.

FOB Transfer If moving in or out please advise management if Key FOBs are to be activated or deactivate. Also, please provide the name and phone number you would like listed in the Call Box Key Pad for guest access.

Elevator Pads are located in the storage room lower level of the Garage. The door has a touch pad with the combination code. Upon receipt of this form and deposit management will provide the code.

Important - Moving Trucks are Prohibited in Garage – All building entry for moving vehicles must be accessed from the Main Street entrance. **Moving trucks may not be parked on site over-night.**

Important: Note Taylor Street Gates are locked 24/7.

Homeowner Signature _____ Date _____

Approved by: _____ Date _____

**Capitol Places V Condominium Association
1216 Pickens Street, Columbia, SC 29201
(803) 771-4567**