



**Broadway Promenade Condo Assn Inc**  
**1064 N. Tamiami Trail**  
**Sarasota, FL 34236**

**PH 941-951-0260 ~ FAX 941-953-3970**

**BROADWAY PROMENADE MOVE IN/MOVE OUT AND DELIVERY POLICY**

*All moves and deliveries require a MINIMUM 24 HOUR NOTICE and reservation of the elevator.*

Move in, move out and deliveries are to be processed through the service elevator. Please notify your moving company/delivery services of our procedures. It is imperative that they understand that NO MOVE IN, MOVE OUT OR DELIVERY TRAFFIC IS ALLOWED THROUGH THE LOBBY. Kindly make sure that your movers and delivery companies have adequate transportation to move furnishings and construction materials from the receiving area to the service elevator. There may be limitation to the size of furnishing and construction material transported on the service elevator.

The 6-story receiving area is located on the south side of the building (near Publix) next to the handicap ramp. The 4-story receiving area is located on 11<sup>th</sup> Street, just outside the courtyard gate. The entrance must be watched at all times. If you cannot watch the entrance at all times, please close the service door between trips up and down the elevator.

**MOVE IN/MOVE OUT**

A move is defined as furniture, appliances or boxes taken to a unit that requires three or more trips on an elevator utilized exclusively for a specific unit in any 24 hour period.

Moving and deliveries are allowed between the hours of 9:00 am – 5:00 pm MONDAY THROUGH FRIDAY (holidays excluded). Moving and deliveries SHALL NOT BE permitted at all on Saturdays or Sundays. **MOVERS MUST BE OUT OF THE BUILDING BY 5:00 PM.**

You are required to IMMEDIATELY notify the Association if there is any delay in the start or completion of the move that will prevent or delay the completion of the move from ending on-time.

**DELIVERIES**

Deliveries are defined as furniture, appliances or construction materials taken to a unit that can be transported in two or LESS trips on an elevator utilized exclusively for a specific unit in any 24 hour period. *Residents may make deliveries of small items purchased during the course of normal, everyday shopping, such as groceries, small appliances, televisions, stereos, etc... as long as exclusive use of the elevator is not required for the delivery and the delivery does not interfere with the day to day activities of the Association's unit owners and residents.*

All deliveries from vendors must be scheduled with the Association and performed during normal delivery hours as stated above.

**BOXES**

All boxes from a move-in must be removed by movers and the moving company from the premises. Broadway Promenade CAI does not have the facilities to handle large quantities of boxes for disposal. If necessary, Maintenance Staff will dispose of boxes for a \$200 fee.

Any remaining boxes must be broken down before disposal in the Recycle Room on the First Floor and can be left in the blue recycle container. Maintenance Staff must be notified of any box disposals of 10 items or more that may require special handling.

### **ACKNOWLEDGEMENT BY UNIT OWNER**

I acknowledge receipt of the "Move-in/Move-out and Delivery Procedures" and understand that as Unit Owner/Lessee, I am liable for the expense of fines, damages, repairs and other related expenses, etc. due to negligence of my agents or employees. I hereby agree to comply with the Broadway Promenade Condominium Association's move in/move out and delivery requirements and to cause my moving and delivery personnel to comply with them.

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

Print Unit Owner/Lessee Name: \_\_\_\_\_

Unit Owner/Lessee Signature: \_\_\_\_\_

Today's Date \_\_\_\_\_

### **PARCEL RECEIPT AUTHORIZATION**

The owner(s) or lessee(s) of the Unit listed above (the "Unit") of BROADWAY PROMENADE CONDOMINIUM ASSOCIATION, INC. (the "Association") agree to accept, receive, sign for and store any parcels, deliveries, or mail addressed to the Unit. No liability shall be imposed for the condition or substance of any such parcels received.

Understanding that this Authorization is solely for the benefit of the undersigned, we hereby release the Association, its employees and agents, from any liability arising from this Authorization, including, without limitation, liability arising from the misplacement of parcels and/or the negligence of the Association, its employees or agents in such regard.

Print Unit Owner/Lessee Name: \_\_\_\_\_

Unit Owner/Lessee Signature: \_\_\_\_\_

(On behalf of all residents of above unit)



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**Consent Form to Receive Electronic Communications**

In accordance with applicable condominium statutes and governing documents, BROADWAY PROMENADE CONDOMINIUM ASSOCIATION, INC. (the "Association") is requesting your consent to receive official communications electronically, including but not limited to:

- Notices of meetings
- Association updates and newsletters
- Billing statements and invoices
- Rules and policy updates
- Emergency notifications
- Other official communications

By signing below, I agree and consent to receive official notices and communications from the Association and its management via email or other electronic methods, in lieu of paper mail, unless otherwise required by law.

I understand that:

- It is my responsibility to maintain an accurate and up-to-date email address with the Association.
- I may withdraw this consent at any time by providing written notice to the Association.
- The Association is not liable for delays or non-receipt of electronic communications due to technical issues beyond its control.

Print Unit Owner/Lessee Name: \_\_\_\_\_

Unit Owner/Lessee Signature: \_\_\_\_\_