

Move In/Move Out Policy

The following Move In/Move Out policy was adopted on January 24, 2018. This policy supersedes any prior decisions in regard to Move In/Move Out policy. On very rare occasions the Board is willing to consider out-of-policy requests.

The move in fee is an assessment to cover administrative and physical costs associated with establishing residency by each new owner or tenant. It can be assessed at the first HOA assessment or at the time the new owner or tenant receives a fob/card and parking lot gate key to the building.

New Owners must provide the Building Manager with a copy of the declaration page of their condominium homeowners' insurance policy prior to receiving a fob to the building. Tenants will not receive a fob to the unit if the unit owner does not have a current insurance declaration on file in the Building Manager's office. Tenants moving out of the building must make arrangements with the Owner regarding surrendering the fob and keys to the unit. Owners selling their unit must make similar arrangements with the new buyer.

The Building Manager must be notified in writing as soon as possible or at least one week prior to a move in or out of the building in order to avoid conflicts with use of the freight elevator and to ensure with the Building Manager that the move will be properly supervised. The freight elevator must be reserved by using the sign up sheet on the bulletin board in the mailbox alcove, and confirmed in writing with the Building Manager. The elevator must be released between loads whenever possible so that it will be available for use by others.

Moving is restricted to the hours of 8 am to 6 pm seven days a week. There is no moving in or out on holidays or holiday weekends, as determined by the Board. The consideration of neighbors at all times, particularly on weekends, in the evenings, and in the early morning, is required.

Owners are responsible for maintaining the security and safety of the building throughout the moving process. This includes staffing the move in a manner that will consistently ensure the security and condition of the building (exterior, entry and interior) at all times. The Owner or Tenant (or Owner's representative) must be present during move in/move out and cannot loan his/her fob or access card to others. Arrangements for obtaining an access card or fob for the supervising person must be made through the Building Manager at least one week in advance of the move in order to allow the Security Officer time to process the request.

Please note that parking for service providers is not available in the Ambassador parking lot. Parking permits for Sixth Avenue or Madison Street may be arranged, for a fee, by contacting the City of Portland at 503 823 5185. (Under current 2014 city rules, permits must be requested at least two days in advance.)

The Ambassador

Use of the front door, front lobby and passenger elevator is not permitted for move in/move out. The south side alley entrance and the rear access door of the freight elevator are to be used for moving. The south gate and door may not be propped open unless they are continuously monitored.

A dolly and cart are available for use, and must be reserved through the Building Manager. Items must be cleaned after use as necessary and returned to their proper storage place.

When moving, items may not be leaned against doors, walls or woodwork. Protective floor covering material must be used.

A charge of \$250 will be assessed to the unit Owner for each move in and each move out. This per-move charge is intended to assist in offsetting administrative and maintenance costs. A separate \$250 charge will be assessed to different occupants of a unit moving in or out at different times. No fee will be charged when moving from one unit to another within the building.

Following a move, interior and exterior common areas will be inspected by the Building Manager, a member of the Board, or another member of a standing committee. Conditions prior to and following the move will be documented in writing. Any expense incurred for damage will be charged to the Owner. This charge is separate from the \$150 move in/move out fee. The cost to remove any debris or rubbish left behind shall also be borne by the unit Owner. In addition, damages will be assessed against Owners who fail to protect the building or who breach the security of the Ambassador during the moving process.

There is a fine of \$250 for leaving furniture or bulky items of any sort in the alley, dumpster, laundry room or anywhere in the common areas. This fine is in addition to the standard Move In/Move Out fee. All fines and fees are assessed on the Owner of the Unit.

Residents leaving the Ambassador are requested to give a forwarding address and telephone number to the Building Manager.