



**UNIT OWNERS  
ASSOCIATION**

# MOVE IN/OUT REGISTRATION

To: The Brittany Condominium Association  
c/o Tilton Bernstein Management, Inc.  
1827 14th Street, NW · Washington, DC 20009

*Questions about the application should be  
directed to the Board of Directors at  
Brittany.Condo.Board@gmail.com*

*This application may be sent by email to Richard Bernstein at Richard@TiltonBernstein.com. 202.232.5247 tel*

▶ _____	
Name(s) of Unit <b>Owner(s)</b>	
APT: _____	▶ _____
Enter apartment number	<b>Resident's</b> Daytime Phone Number
▶ _____	_____
<b>Owner's</b> Mailing Address	<b>Resident's</b> Evening Phone Number
_____	_____
	<b>Resident's</b> Email

\_\_\_\_ Move In \_\_\_\_ Move Out

▶ \_\_\_\_\_  
Date(s) and Approximate Time(s)

**Governing Resolution  
and Instructions**

**ADMINISTRATIVE RESOLUTION NO. 11 THE BRITTANY CONDOMINIUM  
MOVE IN RESOLUTION**

WHEREAS, Section 4.2 of the By-Laws states that "... Pursuant to subsection 301(b) of the Condominium Act, and except as otherwise expressly provided in these By-laws or in the Declaration, the powers and responsibilities assigned by the Condominium Act to the Unit Owners Association are delegated to the Board of Directors...";

WHEREAS Section 5.1, Subsection (5) of the By-Laws states that the Board of Directors have the power and duty to "Make and amend Rules and Regulations respecting the use of the Condominium."; and

WHEREAS there is a need to establish a move-in policy.

NOW, THEREFORE, BE IT RESOLVED THAT a non-refundable move-in fee (the "Move-in Fee") of \$250 shall apply to all moves into the building; provided, however, that the following units shall have alternate Move-in Fees as follows: Apartment B-3 – shall be exempt from fee. Apartments B-4, 105, 107 and 108 shall have a Move-in Fee in the amount of \$100.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Brittany Condominium Move-in Policy shall read as follows:

- A. All moves into/out of the building, deliveries (furniture, firewood, etc.) and bicycle entrances and exists must take place through the New Hampshire Avenue entrance.
- B. The passenger elevator must not be used for moves in/out of the building or deliveries.

*continues on page 2*

*continued from page 1*

**To Be Completed by  
Tilton Bernstein Management**

**RECEIVED**

**Payment in the Amount of**  
☐ \$250    ☐ \$100

**Resident Information  
Form**        ☐ Yes    ☐ No

**Lease Agreement  
(for Non-owner Residents)  
and Addendum to Lease**  
☐ Yes        ☐ No

►

**By**

►

**Date**

- C. All moves into/out of the building must be scheduled and confirmed at least 72 hours in advance with the Management Agent. For purposes of this Move-in Policy, Management Agent shall mean Tilton Bernstein Management, Inc., 1827 14th Street, NW, Washington, D.C. 20009, which Management Agent may be changed from time to time by the Board of Directors. The Management Agent will schedule only one move-in or move-out on any given day. Moves into/out of the building may only take place upon completion of the Move-in/Move-out Registration form, receipt of the Move-in fee (see item E below), receipt of rental lease agreement and/or addendum to lease (if applicable) and written acknowledgment by the Management Agent. **DO NOT CONFIRM ANY MOVING ARRANGEMENTS WITH YOUR MOVING COMPANY UNTIL YOU HAVE RECEIVED WRITTEN ACKNOWLEDGMENT FROM THE MANAGEMENT AGENT.**
- D. Moves into/out of the building are permitted Monday through Saturday only, between the hours of 9:00 a.m. and 7:00 p.m. Any move not finished by 7:00 p.m. must be completed on the next available and permitted day. Sunday and holiday moves will not be scheduled. Management has the authority to postpone any move, with no liability, if the elevator is out of service or in the case of an emergency. All moves must take place in/out via the New Hampshire Avenue exit.
- E. A \$250 non-refundable Move-in Fee is required at the time the move is scheduled; provided, however, that the following units shall have alternate Move-in Fees as follows: B-3 – shall be exempt from fee B-4; 105, 107 and 108 shall have a Move-in Fee in the amount of \$100. The check should be made payable to The Brittany Condominium Association. The move-in/move-out Registration form is required to be completed and forwarded to the Management Agent before any move (both into and out of the building) can be scheduled. For those owners and residents who reside in the building as of December 19, 2001, the freight elevator reservation charge shall remain at the current rate of \$75 for the first three hours and \$18 per hour or portion of the hour thereafter.
- F. Prior to a tenant's move-in, the unit owner is responsible for making sure management has received the Move-in Fee, Resident Information form, Move-In/Move-Out Registration form, and assigned copy of the rental lease agreement and/or addendum to lease agreement (specifying who will live in the unit), if applicable.
- G. The elevator will not be reserved and may not be used without receipt of the Move-in Fee (or freight elevator reservation charge) and written confirmation of the move by the Management Agent. Care must be exercised during the move not to overload the elevator. Damage to the elevator constitutes damage to the common areas and may result in possible suspension of the move and the assessment of other damages as appropriate.
- H. In no case should the building's entrances and/or lobby areas be rendered impassable as a result of a move. For move-ins, items taken from a moving truck must not be left outside for any period of time.
- I. At no time should the front door be propped open. Also, the resident moving in or out of the building should not allow access to anyone who does not produce a key to open the door.
- J. Proper equipment is mandatory, i.e. hand trucks, carts, straps, dollies, and similar controlling equipment.
- K. Resident and unit owner, if different than resident, shall be responsible and liable for all damage to any common area and injury associated with such resident's or unit owner's move and shall indemnify and hold harmless, including attorney's fees and costs, the Brittany Condominium Association for any damage or injury.

**EFFECTIVE DATE OF RESOLUTION: 1 March 2002**