



Move-in/Move-out Procedures Watergate Community Association Rules

(Rules Booklet Pages 13 - 15)

1. Responsibility for the move and any damage to the building or Common Area rests with the Owner and tenant. Arrangements for move-in or move-out must be scheduled at least 24 hours in advance with the Watergate Community Association (WCA) office at 8 Captain Drive. If the WCA office is closed, WCA Property Patrol at 4 Commodore Drive must be notified.
2. All new residents are charged a non-refundable processing fee which covers certain administrative costs as well as the cost of moving in and moving out. Tenants are charged an additional fee for their I.D. cards. This processing fee also applies to residents who relocate within WCA.
3. A refundable security deposit must be left to cover loss of the pads or damage to the Common Area.
4. Move-ins/move-outs are permitted every day from 9:00 a.m. - 9:00 p.m.
5. Care should be exercised not to damage the elevators or Common Area during moves. This includes the following:
 - a. Elevator pads are required. They are available through WCA Property Patrol.
 - b. Caution should be used when loading elevators so that they do not exceed 1,500 pounds. Overloading will cause the elevator to malfunction. The cost of any subsequent service calls will be the responsibility of the homeowner and/or the tenant.
 - c. Lobby front door is to be protected by the movers.
 - d. Unit door exterior is to be protected by the movers.
6. Boxes, bicycles, strollers, etc. are not to be placed in the lobbies or hallways in such a way that they block mailboxes or doorways or create a nuisance during the move. All hallways and doorways must remain wheelchair accessible.
7. At the end of each day and at the end of the move, all areas, including hallways, lobbies, and elevators, must be cleared of all debris. Packing materials and containers must not be disposed of in the garbage chutes. All cartons must be flattened and placed in the recycling containers in the garage.
8. Owners are to obtain all keys directly from the seller or agent. Tenants are to obtain all keys directly from the Owner. WCA is not responsible for such items. Replacement or additional lobby door keys are available from the WCA office for a fee of \$30 each.

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9. All incidents of problems or damage to the Common Area should be immediately reported directly to WCA Property Patrol. A 24-hour answering service is available.
10. The lobby door is required to be kept closed when unattended.
11. If the Unit is rented, a copy of the lease must be provided to the WCA office prior to move-in.
12. No commercial moving vehicles (moving vans, vehicles, storage pods, or trailers) may be left on WCA property without permission from Property Patrol.
13. Vehicles belonging to residents must be registered with WCA. Refer to the "Street and Parking" section of this booklet on page 23.

2023 Pick Up and Disposal Price List

Check or Cash Only

The large 30-yard waste bins that we order periodically cost the Association \$1,032 per drop off. In order to defray part of that cost, we are reinstituting a user fee for this service of disposing of your large furniture items that don't fit into the regular garbage bins.

ITEM(s)	LABOR (OPTIONAL)	DISPOSAL	TOTAL
Fridge – small only	\$20	\$50	\$70
Stove	\$20	\$25	\$45
Sofa/Couch No extra-long sofas or sofa beds	\$30	\$40	\$70
Entertainment Center (small only)	\$25	\$25	\$50
Mattress	\$20	\$15	\$35
Box Spring	\$20	\$15	\$35
Misc. Furniture (Per Item)	\$20	\$15	\$35
Doors	\$15	\$10	\$25
Toilets (clean)	\$20	\$20	\$40
Bathtubs	\$25	\$35	\$60
Cabinets	\$15	\$15	\$30
Dishwashers	\$20	\$20	\$40
Vanity	\$20	\$20	\$40
Debris per ½ cubic yard	\$20	\$25	\$45

Payment arrangements need to be made ahead of time.

Labor charge is to have staff come to the unit to pick the item(s) up.

Save on labor charge by dropping it off in the B-garage fenced in area between 5 Commodore and 4 Admiral.

WATERGATE COMMUNITY ASSOCIATION MOVING PERMIT APPLICATION

Please complete and return this application to the Watergate Security office prior to the date of your move. Watergate Security Department is located at 4 Commodore Drive; the 24-hr. cell phone number is (510) 772-5005. You may fax this application to the WCA office at (510) 428-0379 or via email at wcaoffice@watergatehoa.com.

Moves are permitted between the hours of 9:00 a.m. - 9:00 p.m. only.
NO STREET PARKING SPACES MAY BE OBSTRUCTED.

MOVE-IN UNIT#: _____ MOVE-OUT UNIT #: _____

REQUESTING PERSON: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER: _____

LANDLORD'S NAME _____

LANDLORD'S ADDRESS: _____

LANDLORD'S PHONE# _____

DATE/TIME OF MOVE: _____

TYPE OF VEHICLE USED: _____

MOVING COMPANY: _____

The undersigned agrees to the following rules listed below. Any violations will result in an enforced halt of the move-in and/or move-out process by the WCA Security Department until all rules are complied with.

- I will contact and coordinate my move with the Watergate Security Department at 4 Commodore Drive, 24-hr. cell phone (510) 772-5005, prior to the day of the move.
- I will install and use the Elevator Moving Pads, obtained from the Security Department.
- I will post a deposit of \$400 for use of the elevator pads, and I am aware that the full amount is refundable upon return of the elevator pads to Watergate Security if there is no damage to the pads and no damage to the elevators and/or to other community common areas.
- I agree to be responsible for any damage incurred to WCA property during move in and/or move out.
- I am aware that I may not obstruct any lobby, hallway, elevator, etc.
- I am aware that I may not dispose of any moving boxes via garbage chutes (Boxes must be disposed of by the movers).

SIGNATURE: _____

DATE: _____

SECURITY USE ONLY:

PROCESSED BY: _____

DATE: _____