



Exclusively Managing Cooperatives,
Condominium and Homeowner
Associations Since 1998
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MOVE RESERVATION REQUEST FORM – Jarvis on the Lake

All moves are restricted to the hours of **8:00AM to 6:00PM**. The Association requires a **\$100.00 refundable damage deposit** (payable to Jarvis on the Lake Condominium Association) and a copy of the executed lease (if applicable) **at least 7 days** before a move date can be confirmed.

Please submit the check for the deposit, applicable tenant forms, and this reservation form to: First Community Management, 935 W Chestnut, Suite 201, Chicago, IL 60642. Fax, email or phone reservation requests will not be accepted. However, should you need to reschedule your move, please call our office at (312) 829-8900.

Select One: Move In _____ Move Out _____

Name: _____

Email (*confirmation will be emailed*): _____

Address & Unit #: _____

Date Requested: _____ Time Slot Requested (*4 hour block*): _____

Second Choice Date/Time: _____ / _____

**By signing this form, I hereby acknowledge and agree to all association rules and regulations pertaining to moves, and understand that damage to the common areas as well of any violation of said rules and regulations can result in a forfeiture of my entire security deposit.*

Signature

Date

PLEASE KEEP YOUR WRITTEN CONFIRMATION AND FOLLOW THE ASSOCIATION MOVE RULES, LISTED BELOW!

Please forward move deposit refund check to: _____

V. Moving

1. The Manager must be notified a week in advance before any actual move takes place.
2. Moving hours are from 8:00 a.m. to 6:00 p.m. Moving is not permitted during any other hours or on holidays. **Moves should be made by the rear stairs to prevent damage to front stairways and walls.**
3. A \$100.00 deposit by cashier's check or certified check is required from an Owner for himself or for his tenant moving in or out of the buildings. The deposit will be refunded if no damage of any sort was caused to the building by the move. The Owner must make an appointment with the manager or building engineer to inspect the entryway and hallway before and after the move.
4. Violation of the rules relating to moving, including not paying the deposit, other provisions notwithstanding, will result in a fine of \$200 or the cost of repair, whichever is more.