

**BAY SQUARE CONDOMINIUM TRUST**  
**950 Massachusetts Ave, Cambridge, MA. 02139**  
**617.547.7722**

**MOVING FORMS: PLEASE READ CAREFULLY**

All moves **MUST** be scheduled with the front desk at Bay Square (617.547.7722) **AT LEAST TEN DAYS IN ADVANCE OF YOUR MOVE**. If your date is taken, please be prepared to choose a different weekday date. No move will be allowed unless scheduled, as well as the appropriate fee paid. For moving out, no fees will be charged but move-outs do need to be scheduled in the same manner as the move-ins.

Please check the box that is applicable to your move and attach proof of payment to this form.

- \$500 Full Move in (Moving in Furniture)**
- \$250 Furnished Move (Moving only with suitcases into a furnished unit)**
- \$250 Move from Floor to Floor (example: moving from floor 6 to 5)**

Please attach proof of payment to this form:

1. For owners, please attach a check, payable to Bay Square Condominium Trust or arrange for the fee to be deducted from your account at Thayer Management Co. and submit proof of that arrangement here.
2. For renters, the amount will be charged to the owner's account.
3. If someone is found to have moved into the building without having scheduled and paid for a move, the penalty to the owner of the unit will be the sum of the regular moving fee, plus a fine of \$100/hour for the duration of the move.

**Hours and Days for Moves**

All moves are to be made during regular hours on weekdays only, between 8:00AM and 6:00PM. **No weekend or holiday moves will be allowed**. Any move occurring before 8am or after 6pm will be assessed a fine of \$100.00 per hour for every hour before or after the designated times mentioned above. **\*\*Absolutely NO unscheduled moves will be permitted\*\***

**Maintenance Responsibility Will Include the Following Items:**

- The Maintenance Supervisor has full authority to stop a move in process or prohibit any move that falls outside the parameters of the above. This will be strictly enforced.
- Inspection of the common areas will be done before, during and after the move. Any damages to the common areas as a result of this move will be assessed to the owner's account ledger.
- Padding the elevator during the move
- Inspecting the dumpster, loading dock and all common areas related to the move to ensure that no items are being left, dumped or stored.

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

Date of move: \_\_\_\_\_

This is a Move-In: \_\_\_\_\_

This is a Move-Out: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Resident Name (if different): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Moving Co. (if any): \_\_\_\_\_

Tenant/Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

***To be completed by Bay Square Condominium Maintenance Supervisor:***

**Damages (Please list in detail, if any):** \_\_\_\_\_

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**Comments:** \_\_\_\_\_

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**Signed:** \_\_\_\_\_

**Date:**

**This form must be completed for every move and sent to:**

**Bay Square Property Manager  
c/o Thayer & Associates  
1812 Massachusetts Avenue  
Cambridge, MA 02140  
Fax-617-354-7854**

## **ADDITIONAL MOVE INFO - PLEASE READ CAREFULLY**

### **COMMERCIAL MOVING TRUCKS**

THE BAY SQUARE LOADING ZONE IS LOCATED ON MASSACHUSETTS AVENUE, IN BETWEEN BAY SQUARE AND THE DOOR STORE. THE DRIVEWAY LEADING TO THE LOADING AREA IS APPROXIMATELY 60 FEET IN LENGTH. IF YOU ARE USING THE SERVICES OF A LARGE COMMERCIAL MOVING COMPANY (FOR EXAMPLE MAYFLOWER, TRANS AM, ETC.) PLEASE BE ADVISED THAT THE STANDARD LENGTH OF A COMMERCIAL CONTAINER IS GREATER THAN 60 FEET. THIS BECOMES A CONSIDERATION WHEN THE TRUCK EXTENDS ONTO AND BLOCKS THE SIDEWALK AREA ON MASSACHUSETTS AVENUE. SEE THE REQUIRED PERMITS SECTION BELOW.

### **REQUIRED PERMITS**

THE CITY OF CAMBRIDGE REQUIRES A PERMIT AND A DETAIL OFFICER TO BE ON DUTY WHEN A LOADING TRUCK IS BLOCKING A SIDEWALK AREA. IF A PERMIT AND OFFICER ARE NOT ONSITE THE VEHICLE MAY BE TICKETED AND REQUIRED TO MOVE. IN ADDITION, ANY FINES IMPOSED ON THE BUILDING WILL BE PASSED ONTO THE OWNER. RESIDENTS MOVING IN ARE RESPONSIBLE FOR DEALING WITH THE CITY OF CAMBRIDGE REGARDING THEIR MOVE DETAILS OR REQUIREMENTS, INCLUDING PAYMENT TO THE CITY OF CAMBRIDGE FOR ALL FEES SUCH AS PERMITS AND POLICE DETAILS.

### **MOVING LOCATION**

ALL TRUCK MOVE INS OR MOVE OUTS ARE REQUIRED TO ENTER THROUGH THE LOADING DOCK AREA. ONLY THE EAST ELEVATOR CAN BE USED FOR MOVES. NO FURNITURE, BOXES, ETC. WILL BE ALLOWED IN THROUGH THE FRONT DOORS INTO THE MAIN LOBBY OR UP THROUGH THE WEST ELEVATOR.

### **MOVERS MUST BE INSURED**

A CERTIFICATE OF INSURANCE MUST BE PROVIDED TO THE CONCIERGE DESK BEFORE ANY PROFESSIONAL MOVE. IF THE MOVERS ARE INSURED THROUGH THEIR EMPLOYER, THEY WILL BE REQUIRED TO PROVIDE A SIGNED WAIVER OF LIABILITY. NO MOVER WILL BE ALLOWED TO WORK ON THE BAY SQUARE PREMISES PRIOR TO PRESENTING THE WAIVER OF LIABILITY.

***THE FRONT DESK STAFF, MAINTENANCE SUPERVISOR OR MANAGEMENT ALL HAVE FULL AUTHORITY TO STOP, RESCHEDULE, AND/OR ALTER ANY MOVING ACTIVITY AS THEY DEEM NECESSARY.***