

MOVE OUT INSTRUCTIONS
PLEASE INFORM YOUR MOVER

1. Schedule the date of your move with the Oak Brook Club Management Office at least 72 hours in advance.
2. Give the Management office your forwarding address.
3. A \$2,000 deposit (check or money order) must be posted with the Management Officer prior to the moving date. The moving truck will not be allowed to enter the property unless this amount has been posted.
4. Inform the office if items will be moved from your storage room (should you have one) so moving boards can be extended in that direction.
5. The moving path will be walked with the Manager or Assistant Manager prior to the move, and any damage will be noted.
6. Moving must be done **Monday through Friday, 8:00 a.m. to 4:00 p.m.** Should the move take longer than anticipated and exceed the 4:00 p.m. time, a maintenance person will be assigned to stay overtime to inspect the halls and remove the moving boards. Overtime cost is \$30.00 per hour and will be billed to you.
7. After the move is complete, a second inspection will be conducted to assure the Association there has been no damage. The \$2,000 deposit will be refunded if the office staff is still available at the end of the move and no damage is found. If the office is closed, the deposit will be mailed to you at the forwarding address you have supplied the office.

Should there be damage, the amount will be disclosed as soon as an estimate can be obtained and funds will be deducted from the deposit; or if damage exceeds the deposit, a supplemental bill will be forthcoming.
8. Only service entrances are to be used for the move. **Elevators or front entries may not be used.**
9. Moving in or out is **not allowed** on Saturday nor Sunday.