



## **BREEZA MOVE & DELIVERY CHECKLIST**

All moves and deliveries must be scheduled a minimum of seven (7) business days prior to the requested move date; all other requirements must be satisfied a minimum of two (2) business days prior to the date of the move.

- Schedule Date/ Time with Management-** Subject to availability  
(Hours are Monday- Saturday, 8:00am-12:00pm or 12:00pm-4:00pm)
  - \$160.00 Move Fee-** Non Refundable **OR \$90.00 1 Hour Delivery Fee-** Non Refundable  
(Check to be made payable to JNA Holdings and given to move coordinator on the day of the move/delivery.)
  - \$500.00 Security Deposit-** Refundable  
(Check to be made payable to Breeza Owners Association and given to Property Manager.)
  - Review Move and Delivery Procedures**
  - Sign Move and Delivery Agreement (Owner/ Tenant) and return to Management**
  - Provide moving/delivery company with the Memo to Moving Company Personnel**
  - Signed Moving Procedures Acknowledgement Form (Moving Company) returned to Management-** Signed by moving/delivery company
  - The move/ delivery company MUST provide evidence of the following insurance requirements and the insurance broker must fax or e-mail it to (949) 450-4351/ dmiller@actionlife.com.**
    - One million dollars general liability insurance
    - Automobile liability insurance
    - Name BOTH of the following as additional insured:
      - Breeza Owners Association
      - 1431 Pacific Highway
      - San Diego, CA 92101
- AND*
- Return to Management completed New Resident Information Form** \*MOVE IN ONLY
  - Send Management completed Lease Agreement (rental units only)** \*MOVE IN ONLY
  - Send Management evidence of required homeowner insurance and renter's insurance policies (if applicable)** \*MOVE IN ONLY

### **BREEZA OWNERS ASSOCIATION**

Professionally Managed By Action Property Management, Inc.  
1431 Pacific Highway, San Diego, CA 92101  
(619) 696-7304 (800) 400-2284 (949) 450-4351 fax  
[www.breezaho.com](http://www.breezaho.com)



# J and A Moving Coordinating

## Contact Page

### Welcome

We are J and A Moving Coordinating and we would like to welcome you to the moving process at Breeza. We understand that moving can be difficult and stressful, so we will do our best to make the process as pain free as possible.

### Moving Protocol

The day before your move, we will give you a call (usually) between 4-6pm, to run through the move procedures with you and clear up any questions or issues you may have. If for some reason you have not heard from us by 6pm the night before your move, feel free to take advantage of our contact information listed below to get a hold of us.

Before your move begins the day of your move, your coordinator will do a walkthrough with you, and take pictures of any pre-existing damage so that you are not held accountable for anything that was not you or your movers fault. It is Important that you do not begin moving before this walkthrough has been conducted, because you could be held accountable for damage that you did not cause. After your move has concluded, your coordinator will do another walkthrough and look for any new damage that may have occurred during your move. You are allotted a 4 hour move window, if you go beyond this time frame, there will be a \$35 fee assessed (and collected on site) for each hour you leak into past the original window.

If you have an urgent issue that you need to discuss with us prior to the day before your move, please first email us your question. If it is something that needs to be discussed over the phone, feel free to contact us in that manner. John Robertson runs operations, and is the best initial point of contact. If there is an issue, or something must be escalated, then it would be appropriate to contact Jarrett Lettow.

## Points of Contact

Any emails should be sent to: [jnaholdings@gmail.com](mailto:jnaholdings@gmail.com)

John Robertson  
Operations Manager  
(Phone) 786-302-7810

Jarrett Lettow  
Owner  
(Phone) 619-990-3715



**BREEZA RESIDENTIAL OWNER INFORMATION FORM  
(NEW RESIDENTIAL OWNERS OR TENANTS ONLY)**

**RESIDENTIAL OWNER(S):**

UNIT #: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Building Intercom #: \_\_\_\_\_  
Preferred # will be listed under your Last Name

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**NEW TENANT(S) (if applicable):**

UNIT #: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Building Intercom #: \_\_\_\_\_  
Preferred # will be listed under your Last Name

# **MOVE AND DELIVERY PROCEDURES**

## MOVE AND DELIVERY PROCEDURES

### PRIOR TO YOUR MOVE

TO ASSURE PROPER SCHEDULING AND AVAILABILITY OF THE MOVE-IN ELEVATOR DESIGNATED FOR YOUR MOVE, PLEASE CONTACT THE PROPERTY MANAGEMENT COMPANY AT YOUR EARLIEST OPPORTUNITY TO RESERVE TIME(S) FOR YOUR MOVE-IN. At that time, you should review any questions that you might have regarding these Move-In procedures. You must also submit a Move-In/Move-Out Agreement which may be obtained from the Property Management Company prior to your move.

### MOVING FEE AND SCHEDULING

Each Owner must schedule their move-in date. During the initial sell-out of the Project, there will be no move-in charge. At the time you schedule your move, you must sign the Move-In Agreement stating that you understand that a non-refundable fee plus a deposit in amounts set forth in the Board's fee schedule must be delivered to the Property Management Company office seven (7) working days prior to the scheduled Move-In. The deposit is applicable to all damage, repair, cleaning, losses or other liabilities and charges incurred as a result of the move.

Additionally, the Owner accepts total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit. The deposit will be waived if the Owner utilizes the Association's preferred moving vendor. Such costs may be the subject of an Enforcement Assessment pursuant to Section 6.6 of the Declaration.

**A CHARGE WILL BE LEVIED IN ACCORDANCE WITH THE BOARD'S FEE SCHEDULE IF A MOVER, OWNER OR RESIDENT ATTEMPTS TO BEGIN A MOVE IN/OUT WITHOUT A PRIOR RESERVATION AND SUCH MOVE WILL NOT BE PERMITTED TO PROCEED.**

	GENERAL DESCRIPTION	RESIDENT RESPONSIBILITIES	MANAGEMENT RESPONSIBILITIES	FEES/ DEPOSITS
BASIC DELIVERY	Large or bulky items that have the potential to come into contact with the finished surfaces of the building/elevator fall into this category; providing the delivery does not require more than two trips to the elevator, "holding" of the elevator, or more than two people to move the items. <i>Example: a basic delivery of one or two furniture pieces such as a couch, easy chair or television.</i>	<ul style="list-style-type: none"> <li>Contact Management to review scope of <b>Basic Delivery</b> for necessary arrangements.</li> <li><b>Two business days advance notice is required. Approval subject to availability.</b></li> <li>Depending on the size of the delivery, <b>MOVE- IN/MOVE-OUT AND DELIVERY AGREEMENT</b>, and all related fees may be required. Please see below for more details.</li> </ul>	<ul style="list-style-type: none"> <li>Management will arrange protection of elevators and doors and other surfaces, as needed.</li> <li>For Saturday deliveries, Management will schedule holding company, for pre/post inspection and padding of elevators</li> </ul>	<ul style="list-style-type: none"> <li>Fee required for Basic Deliveries on Saturdays: \$90/ 1 hour</li> </ul>
MOVES & LARGE DELIVERIES	A "large delivery or move" is anytime a delivery or transport of items fits into one of the below categories: <ol style="list-style-type: none"> <li>The elevator is needed for an extended time period (beyond a single entry/exit of elevator) for loading and unloading.</li> <li>Items being delivered exceed "Basic Delivery" description. An example would be delivery of more than two pieces of furniture.</li> <li>Delivery/ moving-in/out belongings that are too large to be carried in hand by a single person.</li> </ol>	<ul style="list-style-type: none"> <li>Contact Management to review scope of Large Delivery, Move-In, Move-Out for necessary arrangements.</li> <li><b>Seven (7) business days advance notice is required. Subject to availability.</b></li> <li>Completion of the <b>MOVE &amp; DELIVERY AGREEMENT</b>, all related fees and delivery personnel insurance requirements must be satisfied prior to delivery date and move.</li> </ul>	<ul style="list-style-type: none"> <li>Management will schedule holding company, for pre/post inspection and padding of elevators.</li> </ul>	<ul style="list-style-type: none"> <li>Fee required as described below: \$90/ 1 hour \$150/ 4 hours</li> <li>Security Deposit \$500; returned upon inspection verifying no damage to common area.</li> </ul>



## TIMES YOU MAY MOVE

Move-in/Move-outs will be conducted between either 8:00 a.m. and 12:00 p.m. or 12:00pm and 5:00pm; Monday through Saturday, except for the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur and Christmas Day. Sundays are reserved as a time of quiet enjoyment for all residents and therefore no moving is allowed on Sunday. An appointment to schedule a move-in or move-out of the building must be made seven (7) working days in advance of the move to assure access to the elevator within a specific timeframe and day. Please call the Property Management Company to schedule moves and deliveries and to obtain an access key from the Property Management Company. Unscheduled moves will not be allowed use of the elevators.

## PARKING

If you are using a professional moving company, be sure to inform them that it will be necessary to park large moving trucks on city streets surrounding the building. If you have any questions or concerns about the size of the vehicle you intend to use, please discuss this matter with the Property Management Company PRIOR to the day of your Move-In.

## INITIAL MOVE-IN

### YOUR MOVING COMPANY

Please choose your moving company carefully! You, as the Unit Owner or tenant, are fully responsible for any damage done to the Common Area or Association Property during your move. Because of this liability, all moving companies obtained by a Resident must carry their own insurance to cover such damage. You or your moving company must deliver a current certificate of liability and workers' compensation insurance, naming the Association as an additional insured, to the Property Management Company at least two (2) days before your scheduled move. No moving company will be permitted entry into the Project without first providing such certificate of insurance.

If you plan to move from out-of-state, please either use a destination (local) agent for the company or instruct the driver to call the Property Management Company **a minimum of seven (7) working days in advance** to coordinate the time of arrival and to assure availability of the designated elevator.

Owners who wish to move in without using a professional moving company may do so providing they meet all the requirements of the move in/out requirements i.e., scheduling the elevator seven (7) days in advance, provide Management the fee and the deposit and accompanying the Association's Representative on walk-throughs before and after the move.

**IT IS THE MOVER'S RESPONSIBILITY TO ASSURE THAT PROTECTIVE COVERING IS IN PLACE PRIOR TO AND DURING THE MOVE. IN THE ABSENCE OF PROTECTIVE COVERINGS, ALL ITEMS MUST BE WRAPPED IN MOVING BLANKETS. ADDITIONALLY, MASONITE MUST BE PROVIDED BY THE MOVING COMPANY TO PROTECT THE COMMON AREA HALLWAY CARPETING.**

**NO MOVES WILL BE PERMITTED IF THE PROTECTIVE COVERINGS ARE NOT FULLY IN PLACE.**

**THE OWNER IS RESPONSIBLE FOR ALL COSTS FOR REPAIRS NECESSITATED BY THE MOVE.**

The Owner is responsible for providing the moving company with a key fob to access the common area doors. The Front Lobby door is not to be propped open at any time during the move.

Please provide the moving company with a copy of the attached **Memo To Moving Company Personnel**, which may be obtained from the Property Management Company, so that they have a clear understanding of the Breeza moving requirements.

## SUGGESTIONS FOR MOVING PREPARATION

### MAKE A PLAN

You will save time and money if you plan the location of your furniture in your new home before it is delivered by the moving company.

Additionally, you are required to obtain the requisite insurance for your Condominium required under the Declaration before your scheduled move-in to cover any damage to the Project that may occur during your move. You will be

liable to the Association for any and all damage caused to the Project during your move whether such damage was caused by you or your moving company.

#### BE SURE YOU KNOW:

Your Unit number.

The day, date and the block of time you are assigned for the Move-In/Out and have verified this with your moving company.

The size of the designated moving elevator and hallways. **THE FINISH ON THE ELEVATOR AND HALLWAY WALLS IS EASILY DAMAGED AND EXPENSIVE TO REPAIR.** Measure your large items to be sure they fit through the standard door openings and elevators.

#### **AFTER MOVING IN**

##### BOXES AND PACKING MATERIALS

At the end of the move the hallways and elevator must be cleared of all debris.

All trash and debris must be carried off-site on a daily basis by your moving company. The trash dumpsters inside the garage may not be used for disposing of debris. Please contact the Property Management Company for further details.

**Any Owner who disregards this regulation by leaving packing materials and boxes in the hallways will be required to cover the cost of having a contractor remove this nuisance and fire hazard.**

##### FUTURE MOVES/DELIVERIES

If at anytime in the future, a Resident needs to receive large deliveries (such as any item that must be carried by two or more people), contact the Property Management Company to schedule a time to reserve the elevator. The elevator may not be used without first making a reservation and notifying Management of the nature of the delivery. There is no fee for a single item delivery. Management requests that all Residents be present to receive large deliveries and will not accept such deliveries on behalf of a resident in their absence.

Depending on the type of items involved in the delivery/move, the Property Management Company may require a before and after walk-through in the areas of the Project leading to the applicable Condominium. Each Resident is responsible for any damage sustained to any Common Area, Association Property and/or another Condominium caused by its delivery/move. This includes, without limitation, costs to repair/repaint corridor walls, damage to the elevator, etc. The Association will perform any necessary repairs to the Association Property and/or Common area and charge the applicable Owner.

Although, the Association has no obligation to pursue any costs for damage caused by a Resident's delivery/move from any party other than the applicable Resident, the Resident may be able to make a claim against the delivery/moving company who caused the damage in the amount charged to such Resident by the Association. Thus, it is important each Resident confirms that the delivery/moving company used or any individual involved in the move is properly insured to cover such costs. ***All Owners are advised that they should ensure their tenants comply with this provision since the Association will charge the applicable Owner of all such costs since a tenant is not a member of the Association and all Owners are responsible for the actions of their tenants.***

Each Resident acknowledges and accepts the Association has no obligation to assist any Resident in making such a claim and claims made against a delivery/moving company or any other individual involved in a delivery/move is at each Resident's discretion.

**Please remember the intent of these guidelines is to assure the enjoyment of all and to minimize damage to Common Areas.**

**Thank you for your efforts and consideration.**







**BREEZA MOVE AND DELIVERY AGREEMENT (OWNER/TENANT)**

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

Please read, sign and return this Move-In/Move-Out Agreement to the Property Management Company PRIOR to beginning any move.

I have read the Move-In/Move-Out Procedures for Breeza located within the Residential Handbook for Breeza. I understand and agree that if damage is incurred as a result of my move, I will accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities. I further understand and agree that if my Move-In/Move-Out requires more than the allotted time that it may be interrupted to allow other scheduled moves.

I understand and agree to all terms as described in the procedures.

Last: \_\_\_\_\_ First: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner Signature or  Tenant Signature

Last: \_\_\_\_\_ First: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner Signature or  Tenant Signature

Please send your completed form to the address below:

**BREEZA OWNERS ASSOCIATION**  
1431 Pacific Highway  
San Diego, CA 92101  
Telephone: (619) 696-7304



## **BREEZA MEMO TO MOVING COMPANY PERSONNEL**

**TO:** MOVING COMPANY PERSONNEL

**FROM:** BREEZA OWNERS ASSOCIATION

These policies should be reviewed by the Moving Company Supervisor prior to the move. Breeza will only allow moving companies on the property who will cooperate in keeping the Building secure and the property damage-free. If the elevator key or any access keys provided by the Association or Property Management Company is lost by the moving company, the company must have insurance, which will cover all expenses involved with re-keying, including replacement of cylinders as may be necessary.

In order to make the move go smoothly for you, your customer and Breeza, please note of the following policies. If you have any questions about these, policies, please contact the Property Management Company prior to the move.

1. Prior to any Move-In, the moving company must supply the Association with a current Certificate of General Liability and Workers' Compensation Insurance for a minimum of \$1,000,000 before the move may start. The certificate(s) must name the Association as an additional insured in the Certificate Holder box at the bottom of the insurance form.

Please mail the certificate to:

**BREEZA OWNERS ASSOCIATION**

1431 Pacific Highway; San Diego, CA 92101

Telephone: (619) 696-7304/ The certificate may be faxed to (949) 450-4351

2. A representative of the Association may walk with the moving company supervisor from the point of entry to the Building, to the elevator and to the Owners Condominium. During this initial walkthrough, any existing damage may be noted on a checklist and signed by the moving company representative and the Association's representative.

3. The elevator key will allow you to hold the elevator at point of entry and on your customers' floor in order to minimize the time necessary to accomplish the move. **NO FURNITURE, BOXES, ETC., ARE TO BE LEFT IN THE COMMON AREAS OR ASSOCIATION PROPERTY.**

4. **CEILINGS MAY NOT BE REMOVED FROM THE ELEVATOR.**

5. It is the responsibility of the mover to check the actual dimensions of the elevator cabs prior to loading large items into the elevator to prevent damage to the elevator cab finish.

6. **IT IS THE RESPONSIBILITY OF THE MOVING COMPANY TO ASSURE THAT PROTECTIVE COVERINGS HAVE BEEN INSTALLED IN THE ELEVATOR PRIOR TO THE MOVE. IN THE ABSENCE OF PROTECTIVE COVERINGS ALL ITEMS MUST BE WRAPPED IN MOVING BLANKETS. NO MOVE CAN BEGIN UNTIL THESE PROTECTIVE COVERINGS ARE IN PLACE.**

7. **UNDER NO CIRCUMSTANCES MAY FURNITURE OR OTHER BELONGINGS BE DRAGGED ACROSS THE HALLWAYS OR OTHER ENTRY AREA FLOORS.** Dollies or hand trucks must be used at all times. The association's equipment (dollies, hand trucks and vacuums) will not be provided by the Association.

8. Moves are scheduled from 8:00 am to 12:00 PM or 12:00 pm to 5:00 pm, Monday through Saturday ONLY. No moves are allowed on Sundays and certain holidays.

9. When the move is completed, the walkthrough inspection may be repeated and any new damage noted at that time and acknowledged by the signature of the moving company supervisor and the Association's representative. Refusal of the moving company to sign the walk-through inspection does not relieve the moving company of responsibility for any damage incurred.

10. If a moving company disregards any of the above policies, the company will not be allowed future access to the Community.





**MOVING PROCEDURES ACKNOWLEDGMENT FORM (MOVING COMPANY)**

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

I have read, understand and agreed to fully comply with the Move-In/Out Policies of Breeza. Without limiting the foregoing, I agree that the company specified below will (a) be required to register with the Property Management Company and provide certificates of insurance prior to any Move-In or Move-Out, (b) park in the designated parking area, (c) be required to return any keys provided by the Property Management Company or homeowner, and (d) be responsible for any damage caused to the Project as a result of the move. I further acknowledge that the Property Management Company may (but should have no obligation to) take photographs before and after the move to document the property condition before and after the move.

This form is to be signed by the supervisor assigned to the move by the Moving Company and returned to the Property Management Company prior to any move-in or move-out.

\_\_\_\_\_  
Moving Company Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Moving Company Supervisor Signature

Date: \_\_\_\_\_

Please send your completed form to the address below:

**BREEZA OWNERS ASSOCIATION**  
1431 Pacific Highway  
San Diego, CA 92101  
Telephone: (619) 696-7304



## **MOVING COMPANY INSURANCE REQUEST**

To: Moving Vendor

From: General Manager, Breeza Owners Association

The following insurance information must be provided to management prior to any moves:

- A Certificate of Liability Insurance with the minimum limits of \$1,000,000.00 general liability
- A Certificate of Liability Insurance for automobile coverage
- A certificate of insurance for Worker's Compensation
- The certificates must name as additionally insured:

Breeza Owners Association		Action Property Management (managing agent)
1431 Pacific Highway	and	2603 Main Street, Suite 500
San Diego CA 92101		Irvine, CA 92614

It must be sent to Management by the **insurance broker** via fax or e-mail or to: (949) 450-4351/ dmiller@actionlife.com

If you have any questions, please contact us at the number listed below.

Thank you.

### **BREEZA OWNERS ASSOCIATION**

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1431 Pacific Highway, San Diego, CA 92101  
(619) 696-7304 (800) 400-2284 (949) 450-4351 fax  
www.breezaho.com*