

# Park Gate Condominium Association

EDISON, NEW JERSEY 08820

## Attention: All Park Gate Owners - Move In – Move Out Form

Toni Zuest, Regional Property Manager [tzuest@cmnjllc.com](mailto:tzuest@cmnjllc.com) 973-748-9100 x-14

**Just as a reminder:** Move-in or move-outs **MUST** be scheduled on week days only and **MUST** be scheduled with the Management Company **5 days** prior to moving in or moving out. This includes Owners and Tenants.

**ALL PAPER WORK MUST BE SUBMITTED PRIOR TO APPROVAL**

**All paper work must be submitted at the same time**

**\*\* NO move-in or move-outs are allowed on weekends (No exceptions) \*\***

**Owners:** If you are going to the property right after closing please bring your deed as proof of ownership to show the guard.

**(PLEASE PRINT)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Owner: \_\_\_\_\_ Tenant: \_\_\_\_\_ E: Mail Address: \_\_\_\_\_

**5 DAYS NOTICE REQUIRED ON ALL MOVE-IN's OR MOVE-OUT's. NO EXCEPTIONS**

**NO Move-in or Move-out will be scheduled without proper paper work.**

I am planning to Move in on: \_\_\_\_\_ I am planning to Move out on: \_\_\_\_\_.

**Please check off and return the following information:**

1. Name of Moving Company: \_\_\_\_\_.
2. Certification of Insurance from Moving Co: \_\_\_\_\_ (See NOTE below).
3. I am moving myself, a copy of my driver's license and vehicle insurance card is attached \_\_\_\_\_.
4. Copy of Deed (for owners) Copy of Lease (for tenants)
5. Copy of Homeowner's Insurance required for homeowner. Tenant insurance for tenant.
6. Certificate of Occupancy from the Town of Edison.
7. Check in the amount of \$50.00 - (Make out to: Park Gate Condominium) (Tenants only move in)
8. All moves must be scheduled between the hours of 8:30am to 4:30pm.
9. If you are moving out you will only need to submit #1 (w/moving co) #3 (w/no moving co) #8
10. Pool Passes: Tenant (Return to Owner). Owners leave in envelope with your address at guardhouse.

**Note:** Certificate of Insurance for moving company must read as additional insured or certificate holder:

**Park Gate Condominium Association,**

**c/o Condominium Management NJ LLC, 926 Bloomfield Ave., Suite 1, Glen Ridge, NJ 07028**

All forms must be submitted to Toni Zuest, Regional Property Manager 5 days prior to moving in or moving out. (A paper work must be submitted at the same time) You will then receive a confirmation letter regarding your move. Anyone not abiding by the rules will be fined accordingly.

**NOTE:** Owners are responsible for tenants and guests. Homeowners are responsible for their tenants to submit the proper paper work for moving in and out. See Note for Certificate of Insurance (Do Not have the moving company call).

*Thank you for your cooperation.*