

339 Ocean Boulevard  
Condominium Homeowners'  
Association

**MOVING POLICY**

- a. All Unit owners or tenants must contact CP Management 603-778-6300, seven (7) business days in advance of your move. Moving must comply with the association's moving policy, found in the rules & regulations document.
- b. Please provide a copy of the moving company's insurance certificate for the association's records in advance of the move. Note: Not all moving trucks can fit under the garage doorway without damaging the ceiling.
- c. Moving in or out is only allowed during the hours of 8am and 5pm.
- d. Only one (1) move at a time is allowed. Reservations are accepted on a first come first serve basis.
- e. Each move **requires two (2) payments** in the form of a check or money order payable to:  
**339 Ocean Boulevard Condominium Homeowners' Association:**
  - 1) **\$100.00** as a non-refundable moving fee
  - 2) **\$300.00** as a refundable security deposit
- f. All damages to the common areas incurred due to your move in or move out will be assessed against the unit.

**Reservation Form**

UNIT OWNER'S NAME: \_\_\_\_\_  
(Please print)

UNIT #: \_\_\_\_\_

HOME # \_\_\_\_\_ CELL # \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF MOVE: \_\_\_\_\_

Moving (check one)     IN                     OUT

MOVING COMPANY: \_\_\_\_\_

ESTIMATED TIME OF MOVE: \_\_\_\_\_

Return by Mail:                    CP Management  
   11 Court St  
   Exeter, NH 03833  
Or:  
email: [Service@cpmanagement.com](mailto:Service@cpmanagement.com)

Checks Received Date: Non-refundable Fee \_\_\_\_\_ Security Deposit \_\_\_\_\_

Date Check for security deposit sent out to unit owner: \_\_\_\_\_