

CHERRYWOOD HOMEOWNERS ASSOCIATION

MOVE-IN / MOVE-OUT FORM



**MOVES ARE PERMITTED MONDAY THROUGH SUNDAY
BETWEEN 8:00 A.M. AND 6:00 P.M.**
Please Notify Preferred Management 10 days prior to the move.
No HOLIDAYS. No EXCEPTIONS.

Unit # _____ Move-In Date _____ Move-Out Date _____

Owner Name _____ Email: _____

Home Phone _____ Work Phone _____

Tenant * Name _____ Email: _____

Home Phone _____ Work Phone _____

Check one or more of the following:
(Owners are responsible for submitting tenant leases.)

_____ If new owner, confirmation of closing was submitted to Preferred Management by attorney.

_____ *If new tenant, copy of lease submitted to Management office, prior to move in along with update Owner/Tenant Information Form.

_____ Name of moving company _____ Email: _____
Phone _____ Fax _____

_____ Enclosed Certificate of Insurance (for moving company). If this certificate is not provided to Preferred Management via email Natasha@prfmgt.com, 25 Charles Street, Westwood, NJ 07675 or faxed to 201-358-9398 prior to moving date penalties can be implemented.

_____ Contacted Preferred Management at 201-358-9399 of move date.

NOTE: This completed form with all information must be received in the Management office TEN (10) days PRIOR to moving date. Failure to follow policy can have fines up to \$ 200.00

Deliveries with Large Trucks also need to have this form completed; this is for the protection of all unit owners/residents.

Preferred Management, Inc.
25 Charles Street
Westwood, NJ 07675
(201) 358-9399
Fax: (201) 358-9398
www.prfmgt.com