

Loft Sale and Move In/Move Out: Notification & Deposit Requirement

If you are planning to move, please notify the Board and the Chair of the ARC as soon as you have decided (*and no less than 30 days before the anticipated closing date*), and provide the following:

If You Are Selling Your Unit

- Name and contact information of your realtor (if you are using one).
- The date you plan to put the unit on the market.
- The date you plan to move.
- The date your buyer plans to move in.
- A \$500 returnable damage deposit.
 - A check for \$500 should be made out to the Eclipse Mill Condominium Trust and sent to the attention of Ashley Vadnais, Moresi and Associates, 60 Roberts Drive, North Adams, MA 01247.
 - Once the move has been completed, if no damage has been incurred, the deposit will be returned to you. Any damage under \$500 will be deducted from the deposit and you will receive the balance. If there is damage over \$500 you will be billed for the overage.
- Notification and damage deposit must be received by the Board before sale can be approved by the Board.
- **The new owner is also required to make the same deposit and the same conditions apply.**
- Proof of a current Carbon Monoxide Detector Inspection is also required for Board approval.

If You Are Renting Out Your Unit

- The same damage deposit requirement applies, but will simply be charged to the owner's account by Moresi. Writing a check isn't necessary.
- The same proof of a current Carbon Monoxide Detector Inspection is required for Board approval.
- If a renter is not confirmed 30 days or more in advance of the move, the Board may waive the 30-day minimum (for renters only).

Elevator Use During Moves

During any substantial move where large items are being loaded, please observe the following guidelines:

- The elevator must be available to residents of the Eclipse Mill at all times when the elevator is not explicitly being used to haul items.
- Install **the blue protective blankets** on the pegs provided in the elevator. The blankets are stored in bike room in the basement and will protect the elevator walls.
- Make sure to supervise your movers and use **the elevator "hold" key** (ask a board member for it). Do not hold the doors open manually or a malfunction may result.

Proper Disposal of Garbage During Moving

The Board requests that you observe courtesy to other residents during your move by observing quiet hours, proper use of the elevator, and proper disposal of your garbage.

Garbage and debris must be removed from the Eclipse Mill property altogether and may not be deposited in the garbage bins in the East lot or anywhere on the property. Dumpsters are for everyday residential use only. Any materials generated by a move should be disposed of somewhere other than the Eclipse Mill. Any work conducted by any contractor should be removed from the property by the contractor.

All residents and owners are expressly prohibited from placing large bulk items, including but not limited to moving boxes, furniture, appliances at any time, including during the moving process.

Small items that generate more than a residential share of refuse may be placed in the dumpsters at intervals to avoid overflowing.

Household garbage that is not bulk or large, such as bagged garbage and recyclables, may be deposited in the garbage in bins in the East lot.

The Residents Guide, which is available online (<https://eclipsemill.com/for-residents/residents-guide/>), has links for pickup services, nearby transfer sites and organizations. Call and ask if your material is appropriate for drop off and to verify hours of operation.

Alternately, owners may contact the Building Management to request additional assistance with garbage disposal for large items, at the owner's expense.

Failure to properly remove garbage during your move will result in costs for removal being charged to your account.

Swap Area

If you have items that you think may be of interest to other residents:

- A reasonable number of small items may be left in the swap area, to be removed within a week if not claimed. Do not leave items in the swap area if you cannot be here to remove them.
- Please do not leave said items, such as furniture or equipment, in the swap area. Instead, post a photo on the bulletin board, or send a photo to the Gaggles group email.

Please direct any further questions or concerns directly to the Board.

Regards and best wishes on your move,

The Board