



## Move in / Move out Request

Congratulations on your new home! Please read, complete and return this form to a Peloton Association Administrator as soon as you have a desired move-in or move-out date, but **at least five business days prior to your desired move date.**

Please make two checks payable to The Peloton Condominium Association, Inc. in the amounts of \$400.00 and \$100.00 and submit them with this form. The refundable damage deposit in the amount of \$400.00 is required and will be returned to you upon inspection of the common elements, following your move-in/out. The \$100 administrative fee will be due upon each move-in and move-out to defray the cost associated with the property's physical upkeep and updating records associated with the units as a result of residents moving into and out of the community. All subsequent move-ins/outs will be subject to this administrative fee.

A specific date, time and unloading location at The Peloton will be communicated to you prior to your move-in / move-out, which will be dependent on truck size and activities. The Community Manager will do everything possible to accommodate your first choice for a move-in or move-out date and time while leaving space for through traffic on the center drive. Please be aware that there may be more than one homeowner requesting a move on the same date. **The Community Manager must confirm your requested date and time prior to your move-in / move-out. Please do not wait until the last minute!**

Lastly, when you move out of your home at The Peloton, this should be scheduled in advance through the HOA office. Please provide a forwarding address for the return of your move-out deposit.

Thank you,

The Peloton Condominium Association  
3555 Arapahoe Avenue  
Boulder, CO 80303  
303-980-7452



HAMMERSMITH®

Peloton Condominium Association  
Move-In/Move-Out Request  
Agreement Addendum

The Peloton Condominium Association requires all moves to be scheduled/reserved in advance subject to the term and requirements within the Association's Move In/Move Out Request Agreement.

Please fill out all required paperwork from your Community website, and deliver or mail this to the Peloton Office with any required deposit checks, and administrative fee checks (two separate checks, made payable to the Association).

Reservations will not be confirmed until all the necessary paperwork and checks are received. Once received a confirmation will be provided via email or telephone call.

Per the Association's Move In/Move Out Request Agreement, all required paperwork and checks must be received by the onsite Office at least five (5) business days prior to the date of the requested move reservation for the reservation to be honored.

**Per the Colorado Department of Regulatory Agencies (DORA) Community Association Manager Licensing Requirements, the Management Company is required to deposit checks received for Fees when received. Checks received for Fees cannot be held until the reservation date. For Move Reservations, Fees are defined as the Administrative Fee.**

**Any required deposit checks will be held until after the date of the move reservation and will not be deposited unless there is damage to the Common Areas.**

Cancellations: Notice to cancel a move reservation will be subject to the terms within the Agreement for the Association.

If you have submitted payment for your move reservation, and then choose to cancel your move reservation, please send a written refund request to Community Association Manager Timothy Bennett at [TBennett@eHammersmith.com](mailto:TBennett@eHammersmith.com). Include the Unit Address and date of the move reservation.

It may take 30-60 days to receive a refund check, from the date the request is received by Hammersmith®. The Association only issues checks once per month, and the refund check will not be issued outside of the monthly check run.

This Addendum is in addition to The Peloton Condominium Association Move In/Move Out Request Agreement and the terms within. Please refer to your Association's Agreement for additional details.

All communication, required paperwork, and check(s) for move reservations should be directed to:

Peloton Office  
3555 Arapahoe Avenue  
Boulder, CO 80303  
[TBennett@eHammersmith.com](mailto:TBennett@eHammersmith.com)  
303-980-7452