



PETRINI PLACE HOMOWNER'S ASSOCIATION

MOVING IN/OUT & DELIVERY RULES AND INSTRUCTIONS V6 (8/2025)

Move In-Out – Staging – Appliances – Furniture – Small Boxes

Petrini Place is a 134-Unit, gated condominium complex with specific rules for access, moving and deliveries. Please read the following Rules, Instructions and Q&A before scheduling your move or delivery. If you have any questions, call the Front Office (415) 931-6423 or email petrinimanager@bwpm.com for more information.

TABLE OF CONTENTS

PAGE	TOPIC
2	YOUR NEW ADDRESS / FRONT ENTRY CALL BOX
3	FRONT DOOR KEYS & FOBS, GARAGE OPENERS, UNIT KEYS, DOOR CODES
4	UTILITIES / MOVING & DELIVERY OVERVIEW
5	MOVER SELECTION & MOVE PREPARATION
6	PETRINI MOVE IN-OUT AND DELIVERY Q&A
9	RULES & PROCEDURES
11	OWNER: MOVE IN-OUT & DELIVERY AGREEMENT (Signatures Required)
12	MOVING COMPANY: IN-OUT & DELIVERY AGREEMENT (Signatures Required)
13	MOVING COMPANY MEMO (Owners: Please Provide to Moving Company)
14	PETRINI MOVING MAP WITH PARKING AND ENTRY LOCATIONS
15	NEW RESIDENT INFORMATION SHEET FOR ROSTER

IMPORTANT – PLEASE READ FIRST

- SAFETY AND SECURITY are top priorities for Petrini Place and Bay West Property Management. Restricting access to our property and keeping entrances secure requires every resident to be aware and to participate. Residents help by keeping gates and doors locked and limiting access to strangers, delivery drivers and visitors.
- Onsite Property Manager reserves the right to lock doors, disable elevators and to stop moves or deliveries when the rules are violated and to issue violations to owners (even if violation was caused by your renter or guest).
- Before and after Move or Delivery, the Onsite Property Manager will inspect route, elevators, walls and carpets etc. for condition and damage. Any damage to pavers, doors, locks, elevators, and hallways will be documented and repair costs will be charged to the unit's HOA fee.
- All entrances & routes are monitored by CAMERAS & RECORDED 24/7

PETRINI PLACE HOMEOWNERS' ASSOCIATION

- YOUR NEW ADDRESS -

The Village at Petrini Place PETRINI PLACE was built in 2002. We are a 331,000 sq ft, 134-unit mixed use condominium complex centrally located in San Francisco, in the North of Panhandle (NOPA) neighborhood. Our footprint covers almost one city block bordered by Fulton Street, Masonic Ave, Central Ave and McAllister Street.

YOUR NEW ADDRESS (Please use for all mail, packages and front door deliveries):

FIRST LAST NAME

2001 MCALLISTER ST APT XYZ (XYZ: substitute your two- or three-digit UNIT number)

SAN FRANCISCO, CALIFORNIA 94118-4442

ALL ADDRESSES MUST INCLUDE AN APT NUMBER FOR MAIL, PACKAGES, UTILITIES, AND FOR FOOD OR SHOPPING DELIVERIES.

FAILURE TO INCLUDE AN APT NUMBER MEANS YOUR MAIL, PACKAGES AND DELIVERIES MAY BE DELIVERED TO YOU AND WILL BE "RETURNED TO SENDER" (RTS).

- FRONT ENTRY CALL BOX -

The Main Entrance to our Complex has an FRONT ENTRY CALL BOX that all residents are encouraged to use. Your last name and first initial will be available for delivery drivers, friends or vendors to scroll and locate then your phone will be automatically dialed (your phone number and first name is not revealed).

When you answer your phone, you will have two-way communication. If the person is a GUEST and familiar with your unit's location you may BUZZ them in by pressing "9". ALL OTHER VISITORS or DELIVERIES MUST be met at the front entrance (DO NOT BUZ THEM IN – they must wait outside).

To have your name added to the FRONT ENTRY CALL BOX:

Please email the Onsite Property Manager at petrinimanager@bwpm.com:

UNIT NUMBER, FIRST NAME, LAST NAME

and PHONE NUMBER (this number will be dialed from the call box)

NOTE: NEVER BUZZ IN ANY DELIVERY DRIVER OR VENDOR. ALWAYS MEET THEM AT FRONT ENTRANCE. FAILURE TO DO SO MAY RESULT IN FINES.

- SECURITY CAMERAS RECORD EVERYONE AT EVERY ENTRANCE -

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- ENTRY DOOR KEYS & FOBS, GARAGE OPENERS, UNIT KEYS, DOOR CODES -

The Village at Petrini Place PETRIN PLACE has a variety of security and access points each using a physical key, a fob, a punch code, garage opener or key card. If you are a new OWNER, upon closing the prior owner will provide their access devices to you. If you are a RENTER, your OWNER or their AGENT will provide you with copies of their access devices when you sign the lease and move in.

ACCESS DEVICES FOR PETRINI PLACE

MASTER KEY: Opens the lobby entrance, street gates, garage doors, and stairwell doors.

KEY FOB: Opens the lobby entrance, street gates and calls the elevator and allows floor selection.

Note: 4 FOBS are allowed per unit. Please note serial #s so they can be disabled if lost.

GARAGE: BLACK OPENER - Garage Levels A (Swing Gate from McAllister) & B (Bypass Gate on Central)

WHITE KEY CARD - Garage Level C (Roll up Gate and Lucky Swing Gate after hours)

GYM: A door code is available from the Onsite Property Manager to access the GYM

PACKAGE RM: A door code is available from the Onsite Property Manager to access the PACKAGE RM

COMMON RM: A door code is available from the Onsite Property Manager to access the COMMON RM

LOST OR BROKEN DEVICES AND REQUESTS FOR NEW OR REPLACEMENT DEVICES

BOTH OWNERS and RENTERS PLEASE IMMEDIATELY REPORT ANY LOST OR BROKEN DEVICES
to petrinimanager@bwpm.com

TO REQUEST A NEW OR REPLACEMENT DEVICE, ONLY OWNERS (requests not accepted from RENTERS) or AGENTS (only if agent agreement is on file with PETRINI) should email petrinimanager@bwpm.com and include: device, name, unit, contact info and request.

All new and/or replacement costs are added to the unit's HOA account (Monthly Fee)
(ask Onsite Property Manager for current replacement pricing)

UNIT KEYS: The Front Office does not manage or keep copies of any UNIT KEY. Owners are responsible for maintaining their Unit's front door locks and deadbolts. Petrini recommends ELECTRONIC DEADBOLTS so that UNIT KEYS are not necessary and codes can be changed by the OWNER as needed.

LOCKBOXES: Only REALTORS may use a lockbox on the McAllister side gate next to the Front Office and only IF THEY FIRST REGISTER with the Onsite Property Manager. LOCKBOXES can be kept during the duration of UNIT'S sales process and must be removed once the property is sold. **LOCKBOXES cannot be used for owners, dog walkers, cleaners, vendors or contractors. Unregistered LOCKBOXES will be removed.**

LOCKED OUT?

If a RESIDENT is locked out of the property (lost or forgotten keys), they must receive an escort into the property to their Unit from either the Onsite Property Manager or Security. An ELECTRONIC DEADBOLT on the Unit door can then allow entry. Otherwise, please call a locksmith to gain entry to your Unit. Both locksmith and resident will be escorted to the unit by Onsite Property Manager or Security if available.

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- UTILITIES -

The Village at Petrini Place PETRIN PLACE provides the following utilities as part of each Unit's monthly assessment (if you are a RENTER, your monthly rent includes these utilities):

- **HOT & COLD WATER (INCLUDING SEWER)**
- **TRASH & RECYCLING**

Each UNIT OWNER is responsible for setting up the following UTILITIES:

- **ELECTRICITY** (go to www.pge.com and either transfer service or start new service)
You will need to provide your UNIT number and the Building Letter A, B, C or D)

OPTIONAL UTILITIES available at Petrini that you may chose or switch anytime:

- **PHONE** (go to www.att.com/home-phone/ for more information)
- **CABLE** (go to www.xfinity.com for more information)
- **INTERNET** (select from Monkey Brains, Sonic, Google Fiber Webpass, ATT and Xfinity)
Please contact directly the service you would like to have within your unit

UTILITIES NOT available at Petrini:

- **Natural Gas, Solar Hot Water or Power, or Electric Vehicle Charging**

- MOVING & DELIVERY OVERVIEW -

PRIOR TO YOUR MOVE OR DELIVERY:

To ensure proper scheduling and availability of the Move or Delivery date, and any required elevator designated for your move, please contact the Onsite Property Manager at the Front Office (in person, by phone 415-931-6423 or by email at petrinimanager@bwpm.com) at your earliest opportunity to reserve a time(s) for your Move or Delivery.

At that time, review any questions that you might have regarding these Procedures and Rules. You will also receive site maps with the authorized moving routes.

We require signed agreement forms from the Owner of the Unit (available in document):

- **OWNER MOVE-IN/OUT & DELIVERY AGREEMENT (Signatures Required)**
- **MOVING COMPANY AGREEMENT (Signatures Required)**
- **MOVING COMPANY MEMO (Owners: Please Provide to Moving Company)**

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- MOVER SELECTION & MOVE PREPARATION -

MOVER SELECTION:

Please choose your moving company carefully! You, as the Unit Owner, are fully responsible for damage within the property during the move in or out. You are also responsible for your tenant if your Unit is rented and they are moving in on their own. Because of this liability, your moving company must carry its own insurance for damage. **The moving company you select must supply the Association with a current Certification of Liability (COI) insurance form with a minimum of \$1,000,000 before the move may start.** The certificate may delivered to the Onsite Property Manager in person, mailed to Onsite Property Manager Office, 2001 McAllister St., SF CA 94118 or emailed to the Facility Manager at petrinimanager@bwpm.com along with a \$500 Deposit check to be delivered or mailed before your move (Check made out to Petrini Place HOA).

If you plan to move from out-of-state: Please either use a destination (local) agent for the company or instruct the driver to call the Onsite Manager's Office a minimum of 48 hours in advance to coordinate the move and to insure availability of the Elevator. Please provide the moving company with a copy of the included **Memo To Moving Company Personnel** so that they have a clear understanding of Petrini Place moving requirements.

Owners who wish to move in without using a professional moving company may do so providing they meet all the requirements of the moving companies, i.e., scheduling the elevator seven (7) days in advance of the move and accompanying the Onsite Property Manager on a walk-through before and after the move.

When your move is completed, the walk-through from the building point of entry to your Unit will be repeated and any new damage noted at that time.

MOVERS ARRIVING LATE, OR ON A SUNDAY OR HOLIDAY WILL NOT BE GRANTED ACCESS AND WILL BE REQUIRED TO PERFORM THE MOVE-IN THE FOLLOWING WORKING DAY.

THE FINISH ON THE ELEVATOR AND HALLWAY IS EASILY DAMAGED AND EXPENSIVE TO REPAIR. THE ASSOCIATION WILL PROVIDE PROTECTIVE COVERING FOR THE ELEVATOR CAB WALLS DURING THE MOVING PROCESS. IT IS THE MOVER'S RESPONSIBILITY TO ENSURE THAT THESE ARE IN PLACE PRIOR TO STARTING THE MOVE. NO MOVES ARE PERMITTED IF THE PROTECTIVE COVERINGS ARE NOT IN PLACE.

THE OWNER IS RESPONSIBLE FOR ALL COSTS FOR REPAIRS OR CLEANING NECESSITATED BY THE MOVE.

MOVING PREPARATION:

1. **CONFIRM YOUR PLAN AND MOVE** with the Onsite Property Manager several days before.
2. **WALK THROUGH THE PATH FROM ENTRY TO YOUR UNIT** and see the size of the designated elevator and hallways. Measure your large items to be sure they fit through the standard door opening, elevator and tight corners in the halls. Please do not exceed the load capacity of the elevator (including the weight of the elevator operator). If you have a piece of furniture that exceeds the dimensions or capacity of the elevator, the stairs must be used.
3. **BOXES AND PACKING MATERIALS** must be cleared at the end of the move, or after each day, if the move takes longer than one day, the hallways and elevator must be cleared of all debris. **PACKING MATERIALS AND CONTAINERS MUST NOT BE LEFT OUTSIDE YOUR DOOR OR DISCARDED IN THE TRASH CHUTE. ALL CARTONS MUST BE FLATTENED AND TAKEN TO THE CARDBOARD RECYCLING DUMPSTER LOCATED ON THE "B" LEVEL GARAGE NEXT TO THE ELEVATOR. STYROFOAM MUST BE TAKEN TO THE TRASH ROOM TO THE MAINTENANCE ROOM. UNDER NO CIRCUMSTANCES CAN CARDBOARD BOXES OF ANY SIZE OR PACKING MATERIAL OF ANY TYPE BE PUT DOWN THE TRASH CHUTE.** Any Owner who disregards these rules by leaving packing materials and boxes in the hallways, jamming the trash chute or not breaking down boxes for recycling properly, will be subject to a fine and hearing.

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- MOVE IN-OUT AND DELIVERY Q&A -

MOVING DAYS AND TIMES

Q: What days can I move In/Out or have an appliance or furniture delivery?

A: You can move **Monday to Saturday** (Saturday has a **\$300** charge) – NO Sunday/Holiday moves/deliveries permitted.

Q: My movers are only available on a Sunday or Holiday – can I pay a fee or get an exception?

A: **No – any move or delivery on a Sunday or Holiday is a violation and subject to a fine.**

Q: What hours can I move In/Out?

A: Moving hours are the same as our office hours 8:30am-5pm. No early moves and all moves must be finished by 5pm.

Saturday moves must take place in a 4-hour window during which we will hire security to monitor the entrances.

FEES

Q: Do I need to pay anything to move In/Out of Petrini?

A: There is a **\$50** (Non-refundable) move fee for a move Monday through Friday. There is a **\$300** (Non-refundable) move fee for Saturday moves. There is always a **\$500** deposit required (refundable if **no damages and lockbox has been removed if one was used**) that must be paid before the start of the move (Paid to Petrini Place HOA by check and mailed or hand delivered to the Property Manager, Petrini Place, 2001 McAllister St., SF CA 94118). **Until we receive this check, no move can be started.**

Q: Do I need to pay a deposit for an appliance or one piece of furniture (note multiple pieces of furniture are a “move”)?

A: No, but If you require the use of an elevator, you **must** reserve it and ensure there is padding inside before it is used (we will prepare the morning of a M-F delivery or on Friday before close of business for a Saturday delivery).

Q: I’m only renting a unit – do I still need to provide **\$500** deposit and/or **\$300** for a Saturday move or a **\$50** weekday fee?

A: Renters and Owners are treated the same with regards to move In/Out. Renters must follow all rules, no exceptions.

INSURANCE

Q: How should I or my Mover fill out the COI?

A: The CERTIFICATE HOLDER should be filled in as:

PETRINI PLACE HOA, C/O BAY WEST PROPERTY MANAGEMENT, 2001 MCALLISTER ST., SF CA 94118.

Q: Do I need a Certificate of Insurance (COI) if I hire a hauler to remove trash from my unit?

A: **Any professional mover or hauler who enters the property with intent to move or deliver to/from a unit must be insured and submit proof of such insurance to the Petrini Office before the move starts.**

Q: Do I need a Certificate of Insurance (COI) for appliance or furniture delivery?

A: No. **However, if you can obtain a COI from an appliance or furniture store, it offers more protection for you.** Most major appliance and furniture stores will readily provide this information in the form of a PDF document (email to petrinimanager@bwpm.com). However many third party delivery services cannot or will not.

Q: Do I need a Certificate of Insurance (COI) if my friends and I are moving my boxes in by hand?

A: No, you or your friends will still be liable for any damage that occurs as a result of your move, but the assessment will be charged to the owner of the unit you are moving into.

Q: Do I need to submit a COI for my stagers when they set up the condo? And another for when they remove the staging.

A: **Yes, professional stagers must follow the same rules as furniture movers.** If the same stagers are used for both set up and removal, then the original COI need only be submitted once and will be kept on file.

SECURITY

Q: How will you know if I violate any rule?

A: We have high resolution recording cameras all throughout the property that we can review. If we find a violation has occurred the owner of the unit related to the violation will receive a violation notice with intent to schedule a hearing.

Q: Can I leave a gate open during my move so my movers don't have to open / close it every time they come in or go out?

A: You may only leave a gate open **if you stand next to it to prevent a non-resident from entering**. If you can't be at the gate to monitor it, **you MUST keep it closed**. Do not rely on movers or stager staff to monitor a gate – only the resident can stay at the gate while open. If you must leave at any time, the gate must be closed.

Q: I won't be available during my move - can I have my movers move my belongings In/Out while I'm not in town?

A: **Movers can only be on the property when you, your owner (if renting) / or agent is on site for the full move**. Everyone associated with the unit must follow the same rules and the owner will ultimately be liable for damages. **NO UNSUPERVISED MOVES**.

GATE & ENTRY RULES

Q: Is there anything I need to know about the gates or entrances during a move?

A: Yes, gates and doors can NOT be held open by tying a string, rope or tape to the door handle. That will trigger an immediate violation. Doors CAN be kept open with chucks, cones or string or rope looped through the mesh (NOT HANDLE) and **ONLY when there is a renter, owner or agent standing next to the open door for the duration of it being kept open**. When a gate is unattended it must be kept locked.

Q: I am moving items through the garage gates/doors. Can I leave them open during the move?

A: The same rules apply to the garage gates/door as for an outside gate or door. They must be monitored in person, if open at any time. It is preferred that all gates be kept closed unless they are actively being used to enter/exit.

KEYS & LOCKBOXES

Q: I'm a realtor – are there any rules for lockboxes?

A: Lockboxes can only be placed on the far-right side of the McAllister Gate next to the office (single vertical line) on the mesh. **You must register your lockbox with the front office before placing it on the gate** or it will be cut off. Only recorded and registered FOBS and a unit key can be placed inside (no property keys). Please notify the office when you remove it. **If not removed after your client either moves in or out, the owner of the unit will be charged a fee for its removal from their security deposit**.

Q: Can I (a renter, owner or rental agent) leave the keys to a unit and a FOB with the front office or in a lock box on the gate next to the office?

A: No, the office does not keep any unit keys or provide access when locked out. Only licensed realtors may use lockboxes on the side gate next to the office, **No dog walkers, stagers, cleaners, contractors or movers can use a lockbox**.

Q: Can I have an extra key FOB for my movers, agent, or stagers?

A: Any FOBS given to a mover, agent or stager must have a readable serial number that is recorded and registered with the front office. No temporary FOBS given.

ELEVATOR USE

Q: Do I need to reserve the elevator for moving (furniture, boxes or appliances)?

A: YES, the onsite property manager will tell you if you need an elevator and if so, which one you will use for your move.

Q: Why do I need to reserve an elevator for moving (furniture, boxes or appliances)?

A: Use of the elevators requires floor protection and/or wall padding that must be in place before your move begins. The flooring and wall finishes are easily damaged and expensive to repair. We also limit use of the lobby elevator to preserve its function and prolong its life. We have the Masonic elevator available which was designed for freight.

Q: What if I decide to use the elevator last minute?

A: First check with the office to see if we have staff available for installing protection and/or padding. **You MUST wait until padding is installed before using the elevator. Use of the elevator without protection and/or padding is subject to fine.**

Q: Can I have the elevator keys or can you place the elevator in moving / maintenance mode?

A: No, the elevator shall be available during moves for other residents. Other residents get first priority when requiring an elevator to move between floors. You may not prop open the door while you wait for items to be brought near the elevator.

PARKING A TRUCK / VAN / CAR DURING A MOVE

Q: Where can I park my truck, van or car during a move?

A: Any moving or delivery Truck or Van can be parked on McAllister Street in only one of four locations (SEE MOVING MAP). NO moving or delivery Trucks or Vans can be parked in the front entry courtyard due to HEIGHT and WEIGHT restrictions. You may also not block the front entry courtyard or the McAllister St. A-Garage entrance during your move. Cars can be parked in the front entry courtyard for a maximum of 15 minutes.

Q: If I have to park on the street will I get a ticket?

A: McAllister Street has Tue/Thu street cleaning hours. You will be ticketed (and potentially towed if blocking driveways) during these hours. If you want to reserve street parking visit: <https://www.sfmta.com/permits/temporary-signage> otherwise you can have your Truck or Van double park temporarily during your move. Cars parked on McAllister have 2-hour parking limits.

ENTRANCES INTO THE PROPERTY

Q: How do I get my boxes or delivery from the McAllister Street to my unit – which entrance do I use?

A: The onsite property manager will tell you the best location to park your truck, van or car and which gate and elevator is appropriate. **NO DELIVERY MAY BE MADE THROUGH THE LOBBY FRONT DOORS OR THROUGH THE LOBBY.**

MOVING TOOLS & BOX SIZE LIMITATIONS

Q: Can I use moving dollies, hand trucks, or platform trucks to move my objects?

A: Yes, but only if they can fit through entrance doors and can comfortably fit inside the elevator. Any objects that do not comfortably fit inside the elevator must be hand carried up steps if you live on the 2nd or 3rd floor.

Q: Is there anything I should be aware of for tall or oversized boxes or furniture?

A: YES! There are **fire sprinkler heads** that in some cases are only 8' above the floor level. All movers should be aware of the package dimensions and potential for hitting a sprinkler head during the move.

DAMAGES

Q: What if I, my friend, my delivery driver or my mover damage the elevator, scratch a wall in the common area, break a lock or door handle or break a fire sprinkler head?

A: All unit owners are responsible for any damage that occurs resulting from moving anything in or out of the property (if you are a renter or rental agent and cause the damage, it will still be charged to the owner). If the damage exceeds the \$500 deposit, the unit will be assessed for the additional cost of damage. Any mover or major delivery company should provide a COI and would be directly responsible for damages.

Q: How will you know if it was me, my friend, my delivery driver or my mover that caused the damage?

A: We inspect the path from street to unit before and after the move. If we find any damage, we then review security video to verify the time, location and responsible party. During business hours, we also monitor the moves in person, with live video feeds and spot inspections. On Saturdays, we hire security who will perform the same monitoring.

DISPOSAL OF CARDBOARD / STYROFOAM

Q: What do I do with my cardboard boxes, Styrofoam and plastic wrapping waste?

A: ALL Cardboard boxes must be flattened and placed in Blue Bins (if smaller than a shoe box) or in the Grey Cardboard Dumpster (any size flattened cardboard or box) outside the elevator on B level next to Central Ave. Styrofoam must be disposed of in the MAINTENANCE ROOM dumpster (do NOT stuff Styrofoam in trash chutes as it will block and clog them). Plastic wrapping waste can be placed in a trash bag that fits in the trash chute opening. Note: Trash violations notices will be sent to the responsible unit owner if these rules are not followed.

Q: What do I do with my used appliance, TV, computer, vacuum, furniture, mattress, etc.?

A: Petrini will only dispose of bagged trash and traditional recyclable items shown on posters throughout the property. For any used appliance, TV, computer, vacuum, furniture, or mattress - you are responsible for either donating or recycling it on

your own through a scheduled Recology Bulky Item Pickup (go to their website to schedule). You may NOT use our dumpster or trash chute for these items and if caught, you will be sent a trash violation and hearing letter.

IF IN DOUBT – PLEASE ASK THE ONSITE PROPERTY MANAGER FOR ASSISTANCE

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- RULES & PROCEDURES -

PROFESSIONAL MOVE IN OR OUT, STAGERS & SELF MOVES REQUIRING AN ELEVATOR:

FEES: **Monday – Friday (\$50), Saturday (\$300 charge)**

ELEVATOR USE: You must first receive permission from the manager to tell you which elevator can be used. Manager will ensure it is properly prepared with padding..

DEPOSIT: **Refundable \$500** deposit payable by check to Petrini Place HOA, 2001 McAllister St., SF, CA 94118

INSURANCE: Certificate of Insurance (**COI**) must be on file before work can begin (except for self-move)

AVAILABLE DATE / TIME: Mon – Fri 8:30am to 5pm, Sat 8:30am to 12:30pm or 1pm to 5pm available.

BLOCKED DATES / TIME: No SUNDAY or HOLIDAY (regardless of day) moves. All moves must be finished by 5pm.

PERMISSION FROM MANAGER: Yes, you must get permission and receive orientation from the manager before moving.

FINE: \$250 maximum for unauthorized or illegal moves.

APPLIANCE or FURNITURE DELIVERIES:

FEES: NONE

ELEVATOR USE: All elevators can be used for small deliveries (carried by hand or small hand truck). However, you must inform the front office and receive permission for a specific elevator so that we can properly prepare with padding. For a Saturday delivery, inform by Friday.

DEPOSIT: NONE

INSURANCE: Certificate of Insurance (**COI**) are encouraged if obtainable.

AVAILABLE DATE / TIME: Mon – Sat 8:30am to 5pm (GENERAL BUSINESS HOURS)

BLOCKED DATES / TIME: No SUNDAY or HOLIDAY deliveries.

PERMISSION FROM MANAGER: **Yes, you must get permission and receive orientation from the manager before delivery.**

PARKING FOR TRUCK / VAN / CAR:

1. MOVING TRUCK or VAN can ONLY park & load/unload on MCALLISTER (Never MASONIC OR CENTRAL) – see map
2. There are FOUR locations to park trucks on McAllister (either City of SF reserved curbside or double parked)
3. MOVING TRUCK or VAN may NEVER block Front Entry Parking Plaza entrance or McAllister Garage entrance.
4. FRONT ENTRY COUNTRYARD PARKING is ONLY 15-minute loading / unloading for resident cars or pickup trucks.
5. **NO PARKING OF ANY SIZED TRUCK or VAN permitted in Front Entry Parking Courtyard (Plaza)**

PROPERTY ACCESS:

1. There are three permissible entrances into the property for a move – ALL FROM MCALLISTER STREET:
 - a. Side Gate next to OFFICE (1) which is good for wide objects.
 - b. McAllister A-Garage Swing Gate (2) and then you must use an elevator to access the upper floors.
 - c. McAllister Gate & Staircase (3)
2. **NO MOVES, MOVERS, DOLLIES or CARTS CAN BE BROUGHT INTO OR THROUGH THE LOBBY UNLESS YOUR UNIT IS LOCATED IN THE LOBBY.**

SECURITY RULES FOR GATED PROPERTY:

1. **All GATES / DOORS MUST BE ATTENDED if left OPEN.** If UNATTENDED GATE / DOOR must remain **CLOSED**.
2. Any GATE / DOOR found UNATTENDED and OPEN, will be closed and locked. ***The Move will be stopped by Onsite Property Manager or Security Guard. Elevators in use will be disabled - Saturday moves included.***

CHECK IN & SUPERVISION:

1. All Mover / Delivery personnel MUST CHECK IN at Front Office with Onsite Property Manager BEFORE STARTING WORK.
2. Resident moving or receiving a delivery MUST CHECK IN in at Front Office and provide CELL PHONE NUMBER.
3. Resident must remain on site at ALL times while move / delivery is in progress.
4. Resident is responsible for supervising movers and maintaining gate / door security.
5. Resident MUST NOTIFY the Front Office when move is complete – after which we will remove elevator padding and inspect the property for damage.

ELEVATOR USE & RESERVATION:

1. Property Manager will decide which elevator you may use for your movers or small deliveries.
 2. All **ELEVATORS MUST BE RESERVED 24 hours in advance** (& receive Property Manager confirmation of availability)
 3. RESERVED ELEVATORS will be PADDED before use. Elevators CAN NEVER be used without PADDING.
 4. APPLIANCES AND SMALL FURNITURE DELIVERIES using Elevators – MUST ALSO be padded before use.
 5. Residents have first right of use for any elevator being used for deliveries (must let resident travel in elevator – mover or delivery must wait until car is empty and returns).
-
- **ELEVATOR #3** (Masonic Ave. side of property) – **PREFERRED ELEVATOR FOR LARGE MOVES**
 - a. Accessible from the GROUND floor. Can reach floors 2 and 3 in buildings A and B.
 - **ELEVATOR #2** (Central Ave. side of property) – **TO BE USED ONLY WITH SPECIAL PERMISSION**
 - a. Accessible from Garage A entrance during moves. Can only reach floor 1 on property (buildings C and D).
 - **ELEVATOR #1** (off Lobby) – **RESTRICTED FOR PASSENGERS ONLY – SPECIAL PERMISSION NEEDED FOR DELIVERIES**
 - a. Accessible from Garage A entrance during moves. Can reach floors 1, 2 and 3 buildings A and B.

SPECIFIC RULES FOR SMALL FURNITURE OR APPLIANCE DELIEVERYS:

1. Delivery Trucks can only park in Front Entry Parking Courtyard (Plaza) entrance IF:
 - a. YOU HAVE PERMISSION from the Onsite Property Manager and,
 - b. THEY FIT UNDER THE CRASH BAR WITHOUT TOUCHING and,
 - c. THE VEHICLE IS BELOW THE WEIGHT LIMIT for our Front Entry Courtyard (Plaza) - which is the roof to our A Garage
2. You can use any of the three entrances off McAllister except the lobby.
3. Use of dolly or cart permissible: Hand-carry up staircases to 2nd and 3rd floors when possible.
4. If use of Elevator is required – MUST FOLLOW ELEVATOR USE RULES (above) and elevators MUST BE RESERVERED and PADDED before using.
5. A COI is still required if they will be moving the purchase to your unit (no COI needed if they drop the object at the front door of the main entrance.

SPECIAL CARE

1. There are **FIRE SPRINKLER HEADS** throughout the property – some are low enough to be hit by large boxes or furniture. Please take care when moving tall objects that can hit the ceiling. **(YOU ARE RESPONSIBLE FOR ALL DAMAGES)**
2. **Elevators have vinyl flooring which must be covered with hardboard before use.** If the elevator you want to use does not have the flooring covered, immediately contact the Onsite Property Manager.
3. **Gates SHOULD NOT BE SECURED open with string, rope or tape (or be propped open with a box)** placed on the door handles as they can easily break. Use chucks, cones or rope strung through the gate's mesh to prop open – HOWEVER, if you keep a gate open, it must always have someone next to it to provide security (DO NOT LET PEOPLE IN WITHOUT A FOB).

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- **OWNER** -

MOVE IN-OUT & DELIVERY AGREEMENT

Please read, sign and return this Move In/Out & Delivery Agreement to the
FRONT OFFICE PRIOR to Scheduling or beginning any move or delivery.

I have read the MOVING & DELIVERY RULES AND INSTRUCTIONS for the Petrini Place Homeowners Association. I understand and agree that if damage is incurred as a result of my move, I accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities. I further understand and agree that if my Move-In/Out/Delivery requires more than the allotted time that it may be interrupted or delayed allowing other scheduled Moves.

UNIT NO: _____ **LOCKBOX BEING USED: YES / NO (Circle one) DATE INSTALLED: __/__/__**

DESIRED DATE of MOVE: _____ TIME START: _____ AM / PM

Owner Name (First, Last)

Phone Number

Owner Signature (Sign)

Today's Date

Renter's Name (if rental)

Phone Number

Accepted for Petrini Place Homeowners Association:

Name/Signature

Date

**\$500 DEPOSIT RECEIVED BY
(required for all moves)**

Date

CHECK # _____ / CASH / MONEY ORDER (Circle one)

**\$50 Mon-Fri Fee or \$300 Sat Fee
(circle one) RECEIVED BY**

Date

CHECK # _____ / CASH / MONEY ORDER (Circle one)

\$500 DEPOSIT RETURNED BY

Date

Owner Renter Signature: _____

Return of the deposit signifies no damage was found and if a lockbox was used, it has been removed from the side gate near the office. (If check was received and instructions were to dispose of check if not needed, indicate on right)

PETRINI PLACE HOMEOWNERS' ASSOCIATION

- **MOVING / STAGING COMPANY** - **MOVE IN/OUT & DELIVERY AGREEMENT**

**Please read, sign and return this Move In/Out & Delivery Agreement to the
FRONT OFFICE PRIOR to Scheduling or beginning any move or delivery.**

I have read the MOVING & DELIVERY RULES AND PROCEDURES for the Petrini Place Homeowners Association and the **MOVING COMPANY MEMO. This form is to be signed by the Supervisor assigned to the move or a representative of the Moving Company and returned to the Front Office prior to any Moves**

UNIT NO: _____ of 2001 McAllister Street, San Francisco, California 94118

UNIT Owner's Name: _____

UNIT Tenant's Name: _____ (If rental – write primary mover's name)

DESIRED DATE of MOVE: _____ TIME START: _____ AM / PM

Supervisor/Representative (Printed) Date

Supervisor/Representative (Sign) Phone Number

Accepted for Petrini Place Homeowners Association:

Name/Signature Date

POST MOVE-IN/ OUT INSPECTION RECEIVED
(To be signed after Move-In/Out is complete and property inspected)

Supervisor/Representative (Printed) Date Time

Supervisor/Representative (Sign) Phone Number

Accepted for Petrini Place Homeowners Association:

Name/Signature Date

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- MOVING COMPANY MEMO -

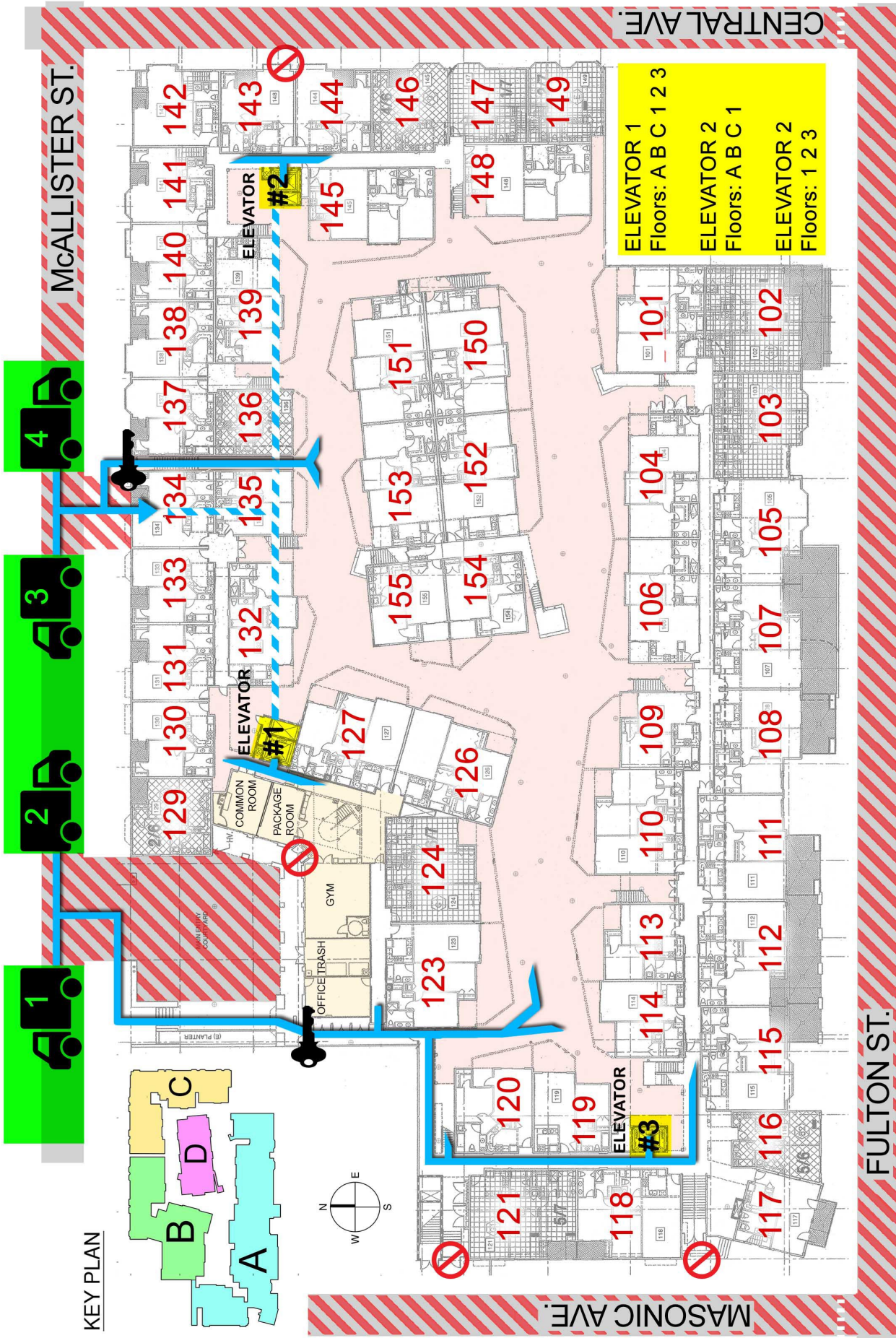
OWNERS: PLEASE PROVIDE TO MOVING COMPANY

TO: MOVING COMPANY PERSONNEL
FROM: PETRINI PLACE HOA
DATE: JANUARY 2022
SUBJECT: MOVE-IN POLICIES OF PETRINI PLACE HOA

These policies should be reviewed by the Moving Company Supervisor prior to the move. Petrini Place is a secure building and will only allow moving companies inside the property that will cooperate in keeping the building secure and the property damage-free.

To make the move go smoothly for you, your customer and Petrini Place, please make note of the following policies. If you have any questions about these policies, please contact the Front Office at (415) 931-6423 or email petrinimanager@bwpm.com for more information prior to the move.

1. Moves are scheduled from 8:30am to 5pm, Monday through Friday. Saturday moves can be scheduled from 8:30am-12:30 or from 1pm to 5pm ONLY. **No moves are allowed on Sundays or Holidays.**
2. The moving company must supply the HOA with a current Certification of Liability (COI) and Workers' Compensation Insurance for a minimum of **\$1,000,000** before the move may start. The certificate(s) must name the PETRINI PLACE HOA C/O Bay West as an additional name insured and should be emailed to the address above.
3. When you arrive at the building, please contact the Onsite Property Manager to let them know of your arrival.
4. The Onsite Property Manager will show the moving company supervisor the path from the point of entry to the Owner's Unit (including elevators if used). During the pre-inspection walk-through, any existing damage will be noted on a checklist and signed by the moving company representative and the Onsite Property Manager.
5. Absolutely no furniture, dollies, etc. are to be left unattended in the Common Areas of the property (including hallways, garages, entry or elevators).
6. There are size limitations in the elevator. If furniture does not fit safely inside the elevator cab, it must be carried up the stairs or through side gates and ramps. **Please be aware of sprinkler heads as they are exposed and unprotected.**
7. IT IS THE RESPONSIBILITY OF THE MOVING COMPANY TO ENSURE THAT PROTECTIVE COVERINGS HAVE BEEN INSTALLED IN THE ELEVATOR PRIOR TO THE MOVE. THE ONSITE MANAGER WILL PROVIDE THESE COVERINGS.
8. IT IS THE RESPONSIBILITY OF THE MOVER TO PROVIDE ANY ADDITIONAL MASONITE SHEETS TO PROTECT THE FLOORING BETWEEN THE ELEVATOR AND THE UNIT DURING THE MOVE.
9. UNDER NO CIRCUMSTANCES MAY FURNITURE, BOXES, OR OTHER BELONGINGS BE DRAGGED ACROSS THE HALLWAYS OR OTHER ENTRY AREA FLOORS. Dollies or hand trucks supplied by the mover must be used at all times.
10. When the move is completed, the walk-through inspection will be repeated and any new damage will be noted at that time and acknowledged by the signature of the moving company supervisor and the Onsite Property Manager. Refusal of the Moving Company to sign the walk-through inspection does not relieve the Moving Company or Unit Owner of responsibility for any damage incurred.
11. Should a moving company disregard any of the above policies, this moving company will not be allowed future access to the building.



PETRIN PLACE HOMEOWNERS' ASSOCIATION

- NEW RESIDENT INFORMATION SHEET FOR ROSTER -

**EVERY NEW RESIDENT MUST FILL THIS FORM OUT COMPLETELY
BEFORE A MOVE-IN WILL BE AUTHORIZED**

PRINT, FILL AND DROP AT FRONT OFFICE OR EMAIL A SCANNED COPY TO petrinimanager@bwpm.com

UNIT # _____ DATE ____/____/____

Check ONE box below to describe the status of those residing inside the unit and filling out this form:

OWNER ☐ RENTER ☐ SUBLESSOR ☐ FAMILY OWNER / CHILDREN LIVE IN UNIT ☐

RESIDENT INFORMATION (The two primary ADULTS who will live inside the unit regardless of rent or own status)

- If more than 2 individuals live within the unit, only fill in the two primary adults in this section)

1. FIRST, LAST _____ Phone: _____ Email: _____

2. FIRST, LAST _____ Phone: _____ Email: _____

OWNER INFORMATION (Those individuals named on the DEED and/or partner or spouse of owner)

SAME PERSONS AS RESIDENTS ABOVE – OWNERS LIVE IN UNIT ☐ (IF YOU CHECK THIS BOX SKIP TO NEXT SECTION)

1. FIRST, LAST _____ Phone: _____ Email: _____

2. FIRST, LAST _____ Phone: _____ Email: _____

PET INFORMATION

HAVE DOG(S) ☐ (If YES, please CHECK box and provide VACCINATION PROOF FOR EACH PET ALONG WITH THIS FORM)

DOG NAME (1): _____ VACCINATED ☐ (Check if YES – attach proof)

DOG NAME (2): _____ VACCINATED ☐ (Check if YES – attach proof)

DOG NAME (3): _____ VACCINATED ☐ (Check if YES – attach proof)

CALL BOX AT FRONT ENTRY (We place Last Name and First Initial in our front door directory for visitors and deliveries)

1. FIRST INITIAL, LAST NAME _____ Phone: _____

2. FIRST INITIAL, LAST NAME _____ Phone: _____

3. FIRST INITIAL, LAST NAME _____ Phone: _____