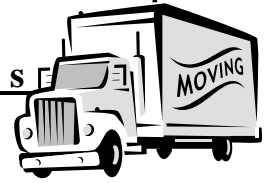


# Palazzo Condominiums

## Moving In & Moving Out Procedures



**Before you move into, out of or have any deliveries at the Palazzo Condominiums, you must notify the Palazzo staff at least 24 hours in advance. If another move has been scheduled before your notification, you will not be accommodated and the mover's expenses will be your own.**

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- A black and white illustration of several cardboard boxes of various sizes, some open and some closed, stacked together.
1. Moving trucks will park parallel to the Palazzo Condominiums building on **106<sup>th</sup> Avenue N.E.** to load or unload the moving trucks. **DO NOT** drive trucks into the garage nor block the garage entrance.
  2. It is **NEVER** okay to move through the lobbies in Phase I or Phase II.
  3. Moving will **ONLY** be accomplished through the B level garage entrance and elevator staging area.
  4. Pads and extra carpet pieces will be installed by the Resident Manager or Concierge in the elevator to protect the elevator from damage during the move.
  5. Whenever the elevator is being used to move large objects, whether it is one piece or a houseful of furniture, the pads **MUST** be used. Please be aware that you will be held responsible for any damages.
  6. The Resident Manager or Concierge will provide instructions on elevator and key use. Please let the elevator run until you are ready to load your belongings into the designated elevator. For loading, open the elevator doors and turn the switch to the "off" position. This will hold the doors open and you may proceed to load. Return the switch to the "on" position to resume normal use. **DO NOT PROP THE DOORS OPEN**, this will damage the doors.
  7. The homeowner or renter must accompany deliveries, as any damage that occurs by the move will be your responsibility.
  8. Disposal of moving boxes, packing material and any debris is the sole responsibility of the person moving. There are cameras monitoring violators and offenders will be fined.
  9. All cardboard must be broken down and delivered to the Recycle Room, which is on the ground floor of the parking garage and to the right of the garage entrance off of the street. Only Recycle items can be put into the recyclable canisters. These areas are monitored by cameras and fines will be incurred by those that do not follow the rules.
  10. Do not use the trash chute for glass, Styrofoam, cardboard boxes or any items that are not double bagged and in 16 inch bags.
  11. After your move has been accomplished, it is your responsibility to vacuum the carpeted areas in which you have completed your move. Fines will ensue otherwise.

Our Palazzo Residents take a lot of pride in their home and non-compliance is not tolerated.

Remember that there are cameras monitoring the moving process and other residents are watching and do report people that are not following the rules. Monetary fines will be incurred.

**T H A N K   Y O U   F O R   Y O U R   C O O P E R A T I O N !**

**MOVE-IN INFORMATION FORM**

**PALAZZO CONDOMINIUMS**

**Please provide the following information to the Concierge Desk a minimum of 7 days before your intended move-in to Palazzo. Upon receipt, we will be able to provide you with specific information to make your move as hassle-free as possible when your household goods arrive at Palazzo. If you prefer, you can call the concierge desk at 425 635 1110 to provide this information to the concierge directly.**

**Your Name(s):**\_\_\_\_\_

**Your current contact numbers:**

**(Please provide numbers where you can be reached during the day.)**

1)\_\_\_\_\_

2)\_\_\_\_\_

**Your Unit Number:**\_\_\_\_\_ **Phase I or II?**\_\_\_\_\_

**Date of your move:**\_\_\_\_\_

**Expected Time of Arrival at Palazzo** \_\_\_\_\_

**Expected Length of Time required to unload:**\_\_\_\_\_

**Are you moving your own belongings? Yes**\_\_\_\_ **No**\_\_\_\_

**If someone else is doing the moving for you, please provide the following**

**Name of Mover or Individual for contact:**

\_\_\_\_\_

**Telephone Number of Mover or Individual:**\_\_\_\_\_

**Identifying Number for Moving Company:**\_\_\_\_\_

**Do you anticipate moving over several days?**\_\_\_\_\_

**It is important that this information is provided so that you can be informed of the process and so that we can avoid move-in scheduling conflicts. Plans and rules have been made to ease and expedite moving in to Palazzo Phase I and II. These will be provided to you prior to the move. Please make sure that we have the above information so that your move can be a smooth and stress free experience and result in no damage to your furniture and other household goods or to the building.**

## PALAZZO CONDOMINIUMS HOMEOWNER IDENTIFICATION FORM

Homeowner(s) name	1	2
Automobile License Number(s)	1	2
Lessee(s) name(s)	1	2
	3	4
Home Address/or Unit #		
Home Phone #		
Cell Phone #	1	2

Pager #	1	2
Work Location (city/state)		
Work Phone #	1	2
E-Mail Address		
Automobile Information	<i>Make</i>	<i>Model</i>
	<i>License #</i>	<i>Year</i>
	<i>Make</i>	<i>Model</i>
	<i>License #</i>	<i>Year</i>

### Emergency Contact Information

Name:	
Address:	
Phone #'s:	

Any other pertinent information/instructions you would like us to have on file:

(Known allergies, physicians, best times/methods to be reached, etc.)

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## Palazzo Condominiums Homeowner Key Agreement

As a service to you, a Palazzo Condominiums, the Concierge staff has agreed to hold a spare key to your unit. This key will be kept for several purposes, which may include but are not limited to:

- Your own use: lost/forget your key.
- Maintenance workers to access your unit. Each specific instance will need to have your written permission to access.
- Emergency purposes.
- Allow a guest in when you are not home. Each specific instance will need to have your written permission.

Although you are entrusting the Concierge with the keys to your home, as a homeowner, you are ultimately responsible for any unforeseen circumstances that may affect your property. We cannot be responsible for any property that is lost or stolen from your unit nor any damages incurred while the key is in our possession.

In addition, there will be a permission slip that must be signed by the resident for every specific instance you would like the Palazzo Condominium staff and/or SU Development employees to enter your unit. This same slip is used when you would like someone else to gain entrance to your unit. These specific permission slips will be a requirement regardless of whether you typically store a key with us at all times or it is only a one-time drop-off. *For your protection we will not accept any verbal requests.* However, you may provide us with the written authorization in advance or send a facsimile.

By signing below you authorize the Concierge staff to utilize your key in a manner that they deem appropriate and in your best interest.

I, \_\_\_\_\_, have read and understood the above  
(Please print your name)  
disclaimer and agree to this responsibility.

Date \_\_\_\_\_ Homeowner Signature \_\_\_\_\_ Unit # \_\_\_\_\_

Palazzo Condominium Representative Signature \_\_\_\_\_

## **RESIDENT EVACUATION** **& EMERGENCY ORIENTATION HANDOUT**

At the time an owner/resident moves into the building, they are provided a Move-In packet that also includes an Emergency Orientation Handout describing what will happen during an emergency and procedures an occupant is to follow.

**In the Event of an Emergency, Residents and Tenants of the Palazzo Condominiums shall follow the procedures below:**

### **IN CASE OF FIRE**

- \*Call the Fire Department at 911 from a safe phone.
- \*Listen for alarms or emergency announcements and follow instructions provided.
- \*Close doors behind you.
- \*Call SUHRCO building management at 425-455-0900. Listen to the prompts.

Immediately begin evacuation procedures in the event of an alarm sounding on the floor on which you are located – do not wait for direction for the Building Manager.

Know the layout of your floor prior to emergency. Know where emergency stairwell is and the quickest route to get there. Enter exit stairwell and proceed down, staying to the right. Do not re-enter the building or any floor that alarm is sounding on. The Fire Department will let you know when it is safe and re-entry is allowed.

Please be aware that when the fire alarm sounds, that it is not a live person that is telling you to evacuate the building. It is a recording made by the company that put together the alarm system. Therefore, the voice will not tell you when to return to your unit, nor will it tell you the current situation. You must evacuate the building immediately or contact 911 to know what further action is needed.

Activate alarm by using the pull station on that floor if an alarm is not already sounding.

The highest priority in the event of an emergency is human safety. If an occupant discovers a fire, he/she should immediately assist anyone who may be in danger.

If the fire is small, and it is determined safe to do so, attempt to extinguish fire. A fire extinguisher is located on each floor. Know the location of the fire extinguisher on each floor. If the fire is not extinguished immediately, evacuate area at once. Under no circumstance is the tenant to put him/herself in danger.

Be aware of any individuals who may require assistance and inform the Building Manager and/or the Fire Department of their location if they are not accounted for.

In an evacuation, feel the door opening, if it is hot – DO NOT OPEN DOOR. In this event, or if you're unable to leave your unit for any other reason, keep low to the floor where the air is best. Cover your mouth and nose with a damp cloth to avoid inhalation of smoke. Do not attempt to open or break windows –this allows smoke from the outside of the building to enter your unit.

Place a light colored, noticeable object in the window (such as a white sheet out a window or off of a deck), or use masking tape in the shape of a large X to clearly notify fire fighters where you are. Call 911 to alert them of your location.

Occupants present in the building in which the alarm is sounding are to evacuate as follows:

\*All street level retail tenants evacuate across 106<sup>th</sup> Avenue to K's Deli and well away from the fire fighting efforts.

\*All residential and office tenants either in the basement parking level, or on floors above street grade are to evacuate to the nearest stairwell and evacuate across to the Silver Cloud Motel and well away from the fire fighting efforts. Residents are not to remain in the landscaped courtyards.

If you are in an elevator during an alarm event, it will automatically recall to the ground floor and the door will open. You should proceed directly to the nearest exit door; do not re-enter the building.

After evacuation, absolutely no persons or occupants will be allowed back into the evacuated areas until authorized by the Fire Department.

#### NON-AMBULATORY EVACUATION

Persons in wheelchairs, or those who are unable to negotiate exit stairs, should wait near exit stairwell and assistance, as long as it is a smoke free environment and it is deemed safe to do so.

\*When necessary, enter stairwell with assistants and wait on landing. Make sure door is securely closed.

\*Wait for further instructions. Fire Department will send fire fighters to assist you if evacuation is necessary.

\*Assistants should not attempt to carry you down stairs unless conditions in stairwell become threatening. In the event of deteriorating conditions, assistants can perform a *carry down* to a safer location.

\*If assistants are not available to wait you, or there are too many individuals on landing area, an area of refuge should be sought on the floor. Most appropriate is a totally enclosed room with a telephone and a window. The telephone can be used to call 911 for notification of your location. The window can be used to signal location by putting something light colored and noticeable in the window (such as a white sheet out a window or off of a deck), or by using masking tape in the shape of a large **X**. These actions will notify the Fire Department of your exact location.

#### MEDICAL EMERGENCY

In case of a medical emergency, call 911 and give the following information:

\*Patient location (unit number).

\*Brief description of the problem.

\*Your name and phone number.

As soon as possible, send a person to the main entrance to meet and accompany the medic team to the patient.

Call property management and notify them of the situation.

## IF HALLWAYS ARE FILLED WITH SMOKE OR YOU CANNOT ESCAPE

- \*Dial 911 to notify the fire department.
- \*Stuff wet towels in air vents and cracks around doors.
- \*Turn off all room thermostats and air conditioners.
- \*Keep windows closed and intact.
- \*Hang a blanket, sheet, towel, coat or sign in window to notify the fire fighters of your presence.
- \*Turn on the bathroom fan.
- \*Turn on your television or radio.
- \*Fill the bathtub with water for fighting small fires that may come in your room.
- \*Cover yourself with a wet blanket, put a wet towel over your face, lie down on the floor and wait for fire fighters.

## EARTHQUAKE

In the event of an earthquake, observe these rules:

- \*If you are inside when an earthquake happens, stay inside. Do not attempt to leave the building. Take shelter under a desk or table or stairwell. Do not go near windows, outside doors, or any furnishing, fixtures or rack that could fall on you.
- \*If you are outside, stay outside. Stand clear of utility poles and overhead power lines. Do not stand too close to the danger of falling windows or building fragments.
- \*Stay in a sheltered area until you are told it is safe to leave. Aftershocks may occur following an initial earthquake. Although not as intense as the primary quake, they can cause severe damage to already weak structures.
- \*After an earthquake, observe these rules:
  - Be careful about entering and leaving buildings.
  - Do not use fire in any form (matches, cigarettes, lanterns), until you are certain that there is no fire danger or any gaseous leaks in the vicinity.
  - Stay clear of downed wires, open windows, or damaged structures.
  - In the event of a fire or power failure, follow procedures described herein.
  - Call the Fire Department at 911 if the building's sprinkler system has been set off.
  - Drive only when necessary, and then use extreme caution.

## POWER FAILURE

In case of power failure to the building:

- \* If it becomes necessary to evacuate the building, members of the building staff will assist you in leaving the building by the stairways. If a fire or other emergency occurs along with power failure, follow the procedures as described herein. The building has an Emergency Generator system, but it does not operate the elevators. So, as stated above, use the stairs.
- \*Should you have questions about why the power went out and when it might return, call the provider, PUGET SOUND ENERGY, at 425-452-1234 or 888-225-5773.

## WATER ISSUES

The water shut-off valve is located behind the water heater tank. For a toilet leak, there is a valve on the wall behind each toilet to cut off the flow of water into the tank.

# Palazzo Condominiums

## *Animal Questionnaire*

1. Do you have any pets? YES *or* NO (circle one)

2. How many pets do you have? \_\_\_\_\_

3. What kind of pets do you have?

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4. What are their breeds and how much do they approximately weigh?

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5. What are their names?

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6. What is your name and what unit do you reside?

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*Please return to the Concierge desk and thank you for cooperation!*

# Palazzo Condominiums

## Permission to Allow Entrance by Specified Individuals for a Specified Time Period

As a service to you the Concierge staff has agreed to allow entrance an individual or company into your unit for a specified time period. By signing below you authorize the Concierge staff to allow entrance to your home by the indicated individuals.

Homeowner/Tenant name \_\_\_\_\_

Unit # \_\_\_\_\_ Start admittance date \_\_\_\_\_ End admittance date \_\_\_\_\_

Name of person or person granted admittance \_\_\_\_\_

Homeowner/Tenant Signature \_\_\_\_\_

Palazzo Condominium Representative Signature \_\_\_\_\_

Notes:

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Original will kept on file with Palazzo Condominiums  
Copy will be given to Homeowner