

Grove Square Condominium Association, Inc.
Management Office
2801 Florida Avenue
Coconut Grove, Florida 33133
(305)442-7404 Office
Grovesquarecondo@bellsouth.net

MOVE IN/OUT POLICIES

PLEASE FOLLOW THESE INSTRUCTIONS TO HELP YOUR MOVE GO SMOOTHLY

Schedule the Elevator-Contact the Management Office to schedule your move in date in advance. Move ins/outs are allowed Monday through Friday (no holidays) from 9:00 a.m. to 4:30 p.m. All move ins/outs are through the courtyard off of Florida Avenue to the service elevator. The large tiled stairway at the building entrance is not to be used for any moving/hauling purposes at any time.

Movers-Certificate of Insurance-If you will be using a moving company, a Certificate of Insurance from your mover is required at least three (3) days prior to your move in/out day. Each moving company and its subcontractors shall secure, pay for and maintain the following insurance policies in full force and effect during the term of the agreement.

POLICY SHOULD BE ENDORSED TO GROVE SQUARE CONDOMINIUM ASSOCIATION, INC., and GROVE SQUARE CONDOMINIUM SHOULD BE NAMED AS AN "ADDITIONAL INSURED". Definition of Additional insured shall include all Officers, Directors, Management, Employees, Agents and Representatives of the additional insured. Policies must have the following coverage in place:

- (1) Commercial General Liability insurance, at a limit of \$1,000,000 per occurrence. Bodily Injury and Property Damage combined \$1,000,000 per occurrence. Personal and Advertising Injury, \$2,000,000 Aggregate Products and Completed Operations Liability, \$100,000 Fire Legal Liability and \$3,000,000 General Aggregate Limit per location.
- (2) Workers' Compensation and Employers Liability Insurance affording coverage under the Workers Compensation laws of the State of Florida and Employers Liability coverage subject to a limit of no less than \$500,000 each accident, \$500,000 each employee and \$500,000 policy limit.
- (3) Comprehensive Automobile Liability Insurance containing a \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage and covering all owned non-owned and hired vehicles.
- (4) Umbrella Liability Insurance of not less than a \$3,000,000 limit providing excess coverage over all limits and coverage's noted in paragraphs 2 and 3 above.
- (5) Evidence (Notices) of Compliance-All policies shall be endorsed to provide that in the event of cancellation, non-renewal or material modification, Grove Square Condominium Association, Inc. shall receive 30 days written notice thereof.
- (6) All policies noted above shall be written with insurance companies licensed to do business in the State of Florida.

Please email the Certificate of Insurance to: grovesquarecondo@bellsouth.net or fax the Insurance Certificate to (305)567-9529.

Moving Day! On the scheduled date of your move in/out Management will put the freight elevator into service for your move once your truck arrives on the property. All trucks should be parked on Florida Avenue and moving should be through the street level courtyard only. Only the freight elevator may be used. Please note that the City of Miami may require an off street parking permit. The Association will not be responsible for any tickets that may be given by the Miami Police Dept. Once your move in/out is completed, please contact the Management office to have the freight elevator returned to normal service. Any and all damages that occur on the property should be reported immediately to the Management office. Resident/Owner will be responsible for any/all damages made by their moving company.