

# Move In/Move Out Form

This form must be delivered to the HOA mailbox no less than 7 days prior to the move. A \$300 cashier's check or money order made payable to the Gallery@Gateway Centre Homeowners' Association is required from the Unit Owner(s). If no damage is found after the Board inspection, \$250 will be returned to the Unit Owner(s). A \$50 administrative fee will be deducted.

Move Out      Date(s) of Move \_\_\_\_\_

Name \_\_\_\_\_ Unit Number \_\_\_\_\_

Forwarding Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- If renting, return Unit keys, trash room key, security key, and garage door opener to the owner.
- If Owner, give Unit key, trash room key, security key, and garage door opener to new owners or renters.

Move In      Date(s) of Move \_\_\_\_\_

Name \_\_\_\_\_ Unit Number \_\_\_\_\_

- Get Unit keys, trash room key, security key, and garage door opener from the owner
- Purchase trash room key, security key and garage door opener if not with above keys from HOA( [info@gatewaycentrecondos.org](mailto:info@gatewaycentrecondos.org))
- Contact HOA ([info@gatewaycentrecondos.org](mailto:info@gatewaycentrecondos.org)) to arrange for programming into security system.
- Complete the following forms:
  - Resident information
  - Pet Registration
  - Vehicle information. (Proof of registration )
  - Condo Insurance (Proof of condo insurance)

GALLERY @ GATEWAY CENTRE HOMEOWNERS ASSOCIATION  
515 Main Street West Chicago, IL 60185  
<http://www.gatewaycentrecondos.org> 630-293-8040  
[info@gatewaycentrecondos.org](mailto:info@gatewaycentrecondos.org)