



Lehigh Riverport Condominium Association  
 11 West 2nd Street, Bethlehem, PA 18015-1282  
 Site Office Phone: (610) 625-2790  
 Fax: (610) 871-1700



Commercial Real Estate Services, Worldwide.  
 1620 Pond Road - Suite 150  
 Allentown, PA 18104-2284  
 Phone: (610) 264-0200

UNIT	
# _____	
<b>CIRCLE ONE: MOVING:</b>	
<b>IN</b>	<b>OUT</b>

**MOVING REGISTRATION FORM**

(Riverport office's confirmation area)

**Date of move that the** \_\_\_\_\_ (Date: \_\_\_\_\_)

**Security Guard IS Needed:** \_\_\_\_\_ (Officer \_\_\_\_\_)

**\*\*Appointment Requested:**  
 (Circle one) **AM (8:30 A.M. TO 12:30 PM)** OR **PM (1 TO 5 PM)**

Contact Name: \_\_\_\_\_ Cellphone # \_\_\_\_\_  
*This information will be shared with the security guard assigned for your move.*

**\*\*ALL FEES:** Payable to Lehigh Riverport C.A. (two checks or money orders please)

Refundable Security Deposit \$250 \_\_\_\_\_ and Non-Refundable Fee ~~\$100~~ **\$125 > 10 days**

**IF YOU EXCEED YOUR 4 HOUR APPOINTMENT TIME, A CHECK OR MONEY ORDER FOR \$25 MUST BE RENDERED TO THE SECURITY PERSONNEL FOR EACH HOUR OR PART OF HOUR.** **\$250 < 10 days deliv. with forms to site office.**

**\*\*MOVE IN:** *Security deposit is returned under the condominium door when move in is successfully complete.*

**Has Owner/Tenant provided to office a COPY OF LEASE EXPIRING: \_\_\_\_\_?**  
**(Office Provided: HANDBOOK \_\_\_\_\_ PARKING PERMIT \_\_\_\_\_ MOVING PERMIT \_\_\_\_\_)**

\*\*\*\*\*

**\*\*MOVE OUT:**  **MAIL** Refundable Security \_\_\_\_\_  
**Return of deposit:**  to forwarding address: \_\_\_\_\_  
 **OR - VOID AND SHRED** (initial box at left please)

**PARKING PERMIT** returned? \_\_\_\_\_



**Handbook Acknowledgement Complete & Return to the Management Office  
 Ten (10) Days Prior To New Occupancy:**

**DATE:** \_\_\_\_\_ **Condominium #** \_\_\_\_\_

*I have read, understand, and agree to abide by the regulations outlined in the Lehigh Riverport Condominium Association Handbook dated June 24, 2015 on behalf of myself and all residents of the condominium listed above.*

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_