

**Kenmure Property Owners Association
10 Kenmure Dr.
Flat Rock, NC 28731**

APPROVAL FOR MOVING VAN ACCESS

- This form is required 72 hours before moving
- Sunday and Holiday moves are not allowed

- **Moving vans larger than 35'** will be required to park off-site or in the Kenmure Country Club (KCC) lower parking lot and shuttle to the residence. Moving vans wanting to shuttle from the KCC parking lot must receive approval from the KCC Admin Department Head or the Chairman (828-693-8506) prior to the move. If the KCC parking lot is available for shuttling, the property owner must submit this form and a check for \$400 payable to KEI for the use of the lower parking lot before KPOA approval is granted. (KEI will issue a \$250 Food & Beverage Credit if you join KCC within 90 days of your move in date.) Kenmure Country Club will submit the completed form to the Security gate.

- **For moving vans under 35'**, this form should be submitted directly to the Security gate. If you have any questions, please contact the Security gate at 828-692-8104 or kenmuresecuritync@gmail.com.

If property location allows truck access and the van will block any portion of the roadway, two flagmen will be required. Property owner/moving company must confirm arrangements before approval will be given.

Date Submitted _____ Date of Move _____

Owner/Resident _____ Contact Phone(s) _____

Kenmure Address of Move _____

Type of Move: Move in / Move out (circle one)

Moving Van Length _____

Forwarding address if moving out: _____

Moving Company _____ Phone _____

Moving Co. Contact _____ Phone _____

Local Agent _____ Phone _____

Agent Contact Name _____ Driver Name _____

Driver Cell Phone: _____

Start time for delivery/pick-up _____ end time _____

For New Construction Moves Only: Date of KARC Occupancy Permit _____ (Required)

NOTE:

- Weekdays - No delivery/pick-up before 7:00 a.m., completion by 5:00 p.m. and off site by 5:30 p.m.
- Saturday - 8:00 a.m. start, completion by 4:00 p.m. and off site by 4:30 p.m.

KCC Confirmed Availability by: Name _____ Date _____

Approval: AUS Security Supervisor _____ Date _____

DISTRIBUTION: Original to Front Gate File; KPOA Office File (by Security Supervisor) Ref. KSC-02

Revised September 29, 2021