

# APPROVAL FOR MOVING VAN ACCESS

Kenmure Property Owners Association (KPOA) Office

10 Kenmure Dr. Flat Rock, NC 28731 (828) 692-2346 kpoaoffice@gmail.com

## Main Gate Access for Trucks and Vans – 3 Kenmure Drive

- **New Resident Form and Bar Codes must be on file with the KPOA Office prior to Move (Required)**
- 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 General Manager or Admin Dpt Head (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: March 6, 2022