

***Kenmure Property Owners Association  
10 Kenmure Drive  
Flat Rock, NC 28731***

**APPROVAL FOR MOVING VAN ACCESS**

- This form is required 72 hours before move.
- Sunday and Holiday moves are not allowed.
- Trucks pulling a van with a van length greater than 26 feet long normally require a shuttle truck. Vehicles longer than 35 feet will often be permitted on Kenmure roads depending on the roads needed for use and access restrictions of the entrance to the residence or lot, pending approval by the security supervisor.
- If the moving van plans to park in the Kenmure Enterprise Incorporated (KEI) Country Club lower lot to shuttle household goods and KEI has confirmed the availability of its lot, the property owner must submit a check for \$100 payable to KEI for the use of the lower parking lot before KPOA approval is granted.
- If property location allows larger 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)

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.

**Please deliver the completed form to the front gate security supervisor, mail to the KPOA Office at the address listed above or scan and email to [kenmuresecuritync@gmail.com](mailto:kenmuresecuritync@gmail.com) for approval. If you have any questions, please call the front gate at 828-692-8104.**

KEI Confirmed Availability by: Name \_\_\_\_\_ Date: \_\_\_\_\_

Approval: UPS Security Supervisor \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTION: Original to Front Gate File; KPOA Office File (by Security Supervisor)