3900 LAKE SHORE DRIVE CONDOMINIUM ASSOCIATION

Moving Requirements

Moves

-Moves should be scheduled at least 14 days in advance of the requested Move date.

-Move-Ins-

-All new Owners and Renters must provide the following items prior to approval of Move-In:

- -All Sale or Lease documents must be signed and on file at Management Office.
- -All required payments must be turned into the Management Office.
- -U.S. HUD Title Settlement Document must be on file at Management Office
- -Current Proof of Insurance for Unit must be on file at Management Office

-Move-Ins are ONLY allowed: Monday-Friday, 8am to 5pm
Saturdays, 9am to 5pm

-Move-Ins are NOT allowed on Sundays and Holidays

-Moves are allotted 4-hour time windows (generally 9am to 1pm or 1pm to 5pm)

-The $150 Move-In and Move-Out Fees cover administrative paperwork related to your Move as well as the hiring of a Security Guard for 4 hours for your Move. Other Fees are required and depend upon the action being taken, please contact the Management Office for more information.

-Moves that take longer than the allotted 4-hour time window will be charged $10 per hour additional rounded to each whole hour over the allotted time.

-Furniture, boxes, bicycles and any other large items may NOT be transported in the two Passenger Elevators and all Moves must be done using the Service Elevator.

Deliveries

-Deliveries should be scheduled at least 3 days in advance of the requested Delivery date.
-Deliveries lasting longer than 1-hour will be treated as a Move-In and will be required to pay a $150 Non-refundable Move-In Fee.

Upon Arrival

-Do NOT drive Moving Vans or Trucks under the Front Building Canopy!!!
-Please pull up on the south side of the Building on the Sheridan Road side in the Loading Zone.
-Please visit the Front Doorman's Station upon arrival for check-in.
-The Door Staff will contact Maintenance to lock-off the Service Elevator for you.