

## **ELEVATORS/MOVING RESERVATIONS**

When needing to move in, out, or within the building, Residents must request use of the service elevator in advance by contacting the Management Office during regular business hours.

There will be a moving fee. Please contact the Management Office for damage, scheduling a move and deposit amounts.

Reservation requests must be made as far in advance as possible to ensure availability of the service elevator; moves are scheduled on a first-come, first-served basis.

The service elevator is to be used when moving into, within, or out of the building or when transporting large objects. Moving hours are limited from 9:00 A.M. to 5:00 P.M., Monday through Friday, and Saturdays 9:00 A.M. to 1:00 P.M.

Residents will need to make special arrangements with the elevator maintenance company if they have an item too large to fit safely within the service elevator. The elevator company will bill the Resident directly for this service.

Care should be taken to prevent damage to the common areas. The maintenance staff will check for any damage once the move is complete. The damage deposit will be set aside for indemnification in whole or in part to the Association for any damage to the interior or exterior of the building attributed to the Unit Owner or his/her lessee's moving activity, which will be charged against the deposit.