

Moves In and Out

Residents, without exceptions, must register move ins and move outs with the Building Manager. Moves are permitted in the West elevator Monday through Friday from 9:00 am to 5:00 pm. Moves are not permitted on weekends or holidays. Protective pads will be provided for the elevator and must be installed in the elevator before the move in or move out begins.

Prior to any move in or move out, residents are required to submit to the Management Company a security deposit (see Schedule of Fees & Fines) to cover any potential damage or loss to the Common Elements, damage or loss to other Units, or the removal of any debris left in the common areas as a result of the move. A moving procedure form must be completed and accompany the deposit check. The deposit or remainder thereof will be returned to the resident within 30 days after the move. Acceptance of the deposit by the Management Company does not and will not relieve the Resident from liability for any damage that occurs during the move. Residents will be fined for unauthorized moves. *See Schedule of Fines and Fees.*

No smoking will be allowed by movers during move in or move out periods. Movers and residents will be responsible for cleanup. Any moving cartons or boxes should be flattened and stacked neatly against the outside dumpster.