

UNIVERSITY COMMONS CONDOMINIUM ASSOCIATION

MOVING PROCEDURES

The Association has developed a set of Rules and Regulations that pertain to moving in and out of the building. These Rules and Regulations have been summarized to help make your move easier. Failure to follow these rules may result in fines.

1. The second unit owner and or any renter must pay a nonrefundable moving fee and an administrative fee in the form of a cashier's check or money order prior to moving in or out. Contact the Management Office @ 312.666.0019 ext. 10 for current move in/out fees and the deposit for the elevator/common areas.

Owners and renters are responsible for damages to the common elements during moves in or out of their respective units. If a deposit is not received prior to a scheduled date or time, the elevator will not be made available for use.

2. A moving date and time must be scheduled through the Management Office for use of the elevator. A move will not be confirmed until such time that the Management Office receives a Notice of Move from the Owner/Renter. In the event of any unscheduled move, the Management Office will lock off the elevator so that it cannot be used.
3. Moves (in or out) may not begin earlier than 8:00 a.m. nor continue later than 5:00 p.m. Residents moving in or out must make other arrangements should their move require additional time. The Association will not be held liable for any additional charges incurred should a move take more than one (1) day.
4. Moves may be scheduled in half day increments, **Monday – Saturday, except holidays**, from either 8:00 a.m. - 12:00 p.m. or 1:00 a.m. - 5:00 p.m. Moves scheduled in half day increments will be strictly enforced.
5. Do not completely block the street with the moving van, truck, trailer, and/or vehicle.
6. Do not place your oversized boxes in the trash chute room. Please break down your moving boxes and place them in the loading dock area.

I/We understand and will observe the above Rules and Regulations.

Date

Owner/Lessee

Unit & Bldg. #