

Moving Hours and Rules

1. Moving or furniture deliveries are only permitted Monday through Friday between the hours of 8:00 A.M. to 4:00 P.M. excluding weekends and holidays.
2. Moving and deliveries must be scheduled with management at least 24 hours prior to the date of moving. Only one elevator will be locked for moving or delivery purposes at a time. Moving or delivery companies must give management proper prior notice in order to lock one elevator during the prescribed hours. **When movers arrive to the building must meet manager at the office to ensure they understand the moving procedures.**
3. **Moving or delivery companies must move all items directly from the truck to the elevator and from elevator into unit and vice-versa. Not items are to be left on any of the common areas of the building unattended at any time.**
4. Other times may be allowed, with special permission by the Association, when there are only minor inconveniences to other owners and as long as there is an employee available to prepare the facilities. On extreme circumstances moving can be approved to go until 6pm and the maintenance man scheduled to stay is to be paid \$25.00 per hour or \$50.00 for the two full extra hours in advance.
5. The owner will reimburse Association of the costs associated with any off-hour moving. Any item that is large enough to touch the walls when it is placed or taken into the elevator is considered a delivery and must be scheduled with management. This rule does not apply for the moving or delivery of single items, which do not require special control of elevators or garage doors. Under no circumstances will any moving or deliveries be permitted through the main lobby.
6. Valet carts and trolley's are available for the convenience of all. **Under no circumstances should movers use the building valet carts and trolleys for their services. The valet carts and trolleys are for the exclusive use of the resident's.**
7. The unnumbered parking spot, located between spot numbers 103 and 105 in front of the compactor room on the lower level, may be used for the temporary loading and unloading of carts and racks by upper garage level owners when moving large items.
8. The following items SHALL NOT be placed in the trash chute or placed in the interior Garage Dumpster by movers:
 - d. Large Cartons
 - e. Wooden boxes or crates
 - f. Bulky packing material
8. Movers must remove all their cardboard boxes and packing material upon leaving and not leave it on property.

Unit # _____ Owner Name _____ Signature _____

Tenant Name _____ Signature _____

Tenant contact information: Telephone _____ Email _____

Scheduled Moving Date _____ From _____ to _____