



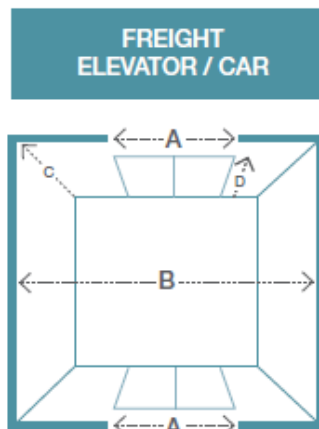
Moving Guidelines

In order to make your moving experience as smooth as possible we ask that once you know your move in date that you contact the management office at the number below.

Moves will only be permitted through the loading dock located on Sussex Street and will only be permitted between the hours of 9:00am to 5:00pm Monday through Saturday, we have two moving time slots 9am - 1pm & 1pm - 5pm. No moves or large deliveries will be permitted through the lobby. Someone MUST be present to accept all movers and furniture deliveries. Building staff is not permitted to provide entry into your residence and is prohibited from accepting furniture deliveries.

All moves and large deliveries will be subject to the following guidelines.

- Move-In and Move-Out fees will be collected: There will be a weekday \$450 and Saturday \$550 non-refundable and separate move-in and move-out fee in addition to a \$500 refundable move-in and separate move-out security deposit. The security deposit will be returned after the move, provided that there is no damage to any element of the building. The fees also apply to inter-building moves
- Contact the Management office to schedule all moves and deliveries.
- Scheduling will be on a first come, first serve basis.
- Moving vans that arrive without being scheduled will be turned away.
- Moves must be through the loading dock located on Sussex Street.
- All packing material, boxes, barrels etc. must be removed by either the resident or the moving company and MUST NOT be placed in the trash chute, trash room, stairwell or hallway.
- All moving companies MUST supply the management with a certificate of insurance. Please contact the management office for the required language and amounts.



Elevator Dimensions

- A - DOOR WIDTH: 41"
- B - CAR WIDTH: 75"
- C - CAR HEIGHT: 109"
- D - DOOR HEIGHT: 81"