

## MOVE-IN/MOVE-OUT PROCEDURES

1. The Manager's office must be advised at least 24 hours in advance of a move-in or move-out, at which point an appointment will be made to inspect the hallway area prior to the move.
2. Moving in or out or otherwise the moving of furniture will only be permitted during the following times; Monday-Saturday between the hours of 9:00AM – 5:00PM and Sunday and Holidays 10:00AM-4:00PM.
3. Under no circumstances are cars, vans, or trucks permitted on the grass or sidewalk areas.

Failure to adhere will result in the automatic forfeiture of  
Damage Deposit.