



Moving and Major Delivery Procedures

Residents requiring use of an elevator for moving or major deliveries must reserve the freight elevator with the Management Office in advance of the intended move/delivery.

All movers shall use the freight elevator and enter/exit through the loading dock and rear entry doors. There is a \$250.00 non-refundable move-in fee and a \$200.00 refundable security deposit required. To move out, there is a \$250 move out fee and a \$200.00 refundable elevator security deposit required. The non-refundable move fee for moves from one unit in the building to another is \$50.00. There is no charge for deliveries, though residents still must reserve the elevator.

The fee and deposit should be drawn separately by a money order, cashier's check, or personal check made payable to **Two East Erie Condominium Association**. Moves are only allowed between the hours of 9:00 AM to 5:00 PM, Monday through Saturday. Moves are allotted a three and a half-hour time slot, either in the morning (9:00 AM to 12:30 PM) or in the afternoon (1:30 PM to 5:00 PM). Residents are expected to complete their move within the allotted time period. No moves are permitted on Sundays and Holidays.

If you are using a moving company, the company must provide the Two East Erie Management Office with a copy of their Certificate of Insurance prior to the move. *This Certificate should reference the unit number and list the Association and managing agent as additional insured:*

**Two East Erie Condominium Association and
Sudler Property Management
2 East Erie Street, Suite 1104
Chicago, Illinois 60611**

Failure to produce an accurate Certificate could result in the delay of the move. The Certificate may be faxed to the Management Office at 312.255.8712 or emailed to 2easterieastmgr@sudlerchicago.com.

Residents moving in shall break down and discard all boxes in the Two East Erie dumpsters located in the loading dock area on the first floor of the building. No large boxes should be disposed of in the trash chute or left in the chute room. Residents must remove any and all debris from their move. Failure to clean up and/or remove debris in the common areas shall result in a deduction from the deposit or a clean-up fee charged to the Unit Owner's account.

Upon completion of the move, the resident shall notify the doorman on duty at 312.255.1740, to have a walk-through inspection performed by a staff person. Costs for any damage to the common elements caused during the move will be deducted from the refundable deposit. If damage exceeds the deposit, the Unit Owner will be billed the additional expense. If there is no damage, the deposit will be returned to the resident the same day or the next business day.

BE ADVISED: MOVING BOXES MUST BE DISPOSED OF IN THE TRASH BIN LOCATED IN THE LOADING DOCK. DO NOT THROW BOXES OR PACKING MATERIAL IN THE TRASH CHUTE.

I acknowledge having received the guidelines for Moving and Major Deliveries.

Unit

Signature

Date

Phone

Check #s Fee / Deposit

Move Date