

The Atwater at Gaslight Pointe

MOVE IN/OUT PROCEDURE

Includes Occasional Delivery of Appliances & Furniture

1. The property manager is to be contacted at least 48 hours prior to your move. This is necessary so that arrangements can be made to install the elevator pads. A key to the elevator can be provided so that the elevator door can be locked open for loading. Under no circumstances should the elevator be put in the locked position for more than a couple of minutes. This is the only elevator in the building and there are many people who need to use it.
2. All moves should be through the garage at the south side of the building. There is an overhead switch near the garage door operator that will lock the garage door open. The garage is heated so during winter months, if there are long periods of inactivity, the garage door should be kept closed as much as possible. Under no circumstances should your move be conducted through the lobby.
3. Trucks should be parked in such a manner as to not obstruct residents trying to enter or leave the garage. It is suggested that trucks park as tightly as possible along the north curb line of the drive leading to the garage. Truck drivers should be advised that they may need to move their trucks from time to time if they are blocking parked cars.
4. No furniture, bed frames, mattresses, pictures or any items being moved should be leaned against the hallway walls. You will be assessed for any damage caused as a result of your move.
5. You are required to clean up the common areas through which your move was conducted, including vacuuming the hallway and elevator. This should be done immediately after your move is complete. Cardboard boxes are to be flattened and tied in bundles, then taken to the recycling dumpster in the garage.
6. You are expected to personally be on site during the move to insure that your movers follow the move in/out procedures.
7. Unit owners will be assessed a \$100.00 fine for violating these procedures.
8. Above all else, please be considerate of your neighbors.

The Atwater Condominium Association

~~Randy Musselman~~ - Property Manager

Cell ~~717-380-5513~~

Bill Koker

Cell 262 902 8590