

**CLEVELAND HOUSE (CH) CONDOMINIUM**  
**DOS AND DON'TS OF MOVE-INS, MOVE-OUTS AND TRANSPORT**  
**OF LARGE ITEMS**

**DO** notify the Management Company (GHA) at least 48 hours in advance of **move-ins and move-outs.**

**DO** notify the management company **if you need to use the elevator to transport large items.**

**DO** register with GHA the name(s) and phone number(s) of every person who occupies or plans to occupy a unit for more than 2 weeks.

**DO** pay a \$50 move-in fee before occupying a unit in the building (to defray the costs of normal wear and tear to the common areas, and to reserve the elevator key).

**DO** post a notice on the metal molding around the elevator on every floor if you have to use the elevator and provide the affected unit number and a telephone number that can be called if others need to use the elevator.

**DO** use the elevator key to hold open the elevator door while loading or unloading the elevator cab.

**DO** only use the side entrances for all move-ins, move-outs and transport of large items.

**DO** cut and flatten large cardboard boxes and deposit them in the recycle dumpster.

**DON'T** use the front entrance for any **move-ins, move-outs or transport of large items.**

**DON'T** physically (with your hands or another obstacle) hold open the elevator door.

**DON'T** tie or prop open any of the entry doors to the building any longer than necessary for efficient transport and NEVER leave an entry door open unattended.

**DON'T** leave any items in the building common areas or next to the dumpsters.

**DON'T** discard large cardboard boxes in the building trash rooms.

Cleveland House is managed by:  
**GHA Community Management LLC. Attn: Alvaro Guerra**  
**3020 Hamaker Ct, Suite 300, Fairfax, VA 22031**  
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