

AN IMPORTANT NOTE REGARDING YOUR MOVE-IN

** New resident owners and new renters must contact the Management Office to schedule their required New Resident Orientation session. This session is intended to familiarize new owners and new renters with their rights and responsibilities, as well as their privileges, during their transition into the Skyline Plaza Community.*

** A copy of Your Driver's License and your move-in fee of \$250.00 must be provided and paid in full at the on-site management office prior to scheduling your move.*

** All moves must be scheduled with the on-site management office prior to making delivery arrangements with your moving company!*

** Moves cannot be scheduled on Sundays or on Holidays. All move-in activity must terminate at 7:00 p.m., even if the move is incomplete, unless management approval is first obtained.*

** Only the freight elevator may be used for move-ins or for large item deliveries.*

** The freight elevator is scheduled on a first-come, first-serve basis. There are two move-in/delivery periods per day: 7:00 a.m. through 1:00 p.m. and 1:00 p.m. through 7:00 p.m.*

** Your moving company should remove your boxes and packing material from the property to the greatest extent possible. As unpacking continues, please take your empty boxes to the loading dock and place them neatly against the walls.*

** Do not leave boxes and packing materials in the disposal rooms, hallways, or elevators.*