



After Hours / Sunday Move Policy

With the front desk closed on Sundays as a cost saving measure, staff is no longer available to facilitate moves that day. Fortunately, most owners and residents move on Friday or Saturday.

However, if for some reason you find you must move on a Sunday, we have devised a plan to assist you. Please let us know as far ahead of time as possible. We will bring in staff to assist in ensuring your move goes as planned by preparing the elevator with pads then locking it off for your movers' use. We'll open the garage doors and perform both pre and post move walkthroughs of the moving path, to ensure your account isn't assessed for pre-existing dings or scrapes. Finally, a staff member will be available to assist you and your moving team in avoiding building-related glitches during this process.

Be aware that during normal business hours, when staff is readily available, these services are included in the required moving fee. Should you require assistance on Sunday, however, a minimum staffing charge of \$120.00 for the first 4 hours—in addition to the \$500 moving fee if applicable--will be assessed to the unit owner's account. Should the move require more than 4 hours, time will be charged at an additional \$30.00 per hour.

Since moving fees and staffing charges are assessed directly to the owner's account, it is imperative that there is good communication between the owner and renter. **As a precaution to protect owners from unexpected assessments, Sunday elevator time may only be booked by the unit owner.** (This also applies to all Sunday elevator reservations, such as light furniture loads; please plan accordingly.)

Thank you in advance for your assistance and understanding in this matter.