



Move Procedures & Policies

Before Your Move...

1. Contact Concierge regarding:
 - a. Your intended move date and name of your moving company.
 - b. Reserving elevator time and protective pads for your move.
2. Pay non-refundable \$400 Registration & Processing Fee.

On The Day of Your Move...

1. Check-in with the Concierge to:
 - a. Perform inspection and tour moving route together, and complete inspection form.
 - b. Lock-off and pad elevator - Ellington Staff
 - c. If moving in:
 - i. Return your Homeowners' or Renters' Profile.
 - ii. Program intercom information - Ellington Staff
 - d. If moving out:
 - i. *Exit Form* must be complete and turned in to Concierge desk.
 - ii. Remove intercom information - Ellington Staff
2. If applicable, the *moving company* must check in with Concierge desk to review moving procedures:
 - a. Location of truck in alley: North of gate, away from garage entrance/exit.
 - b. Hours of move: 8:00 am - 12: 00 pm OR 12:00 pm - 4:00 pm ONLY.
 - c. Garage gate procedure - see Ellington Staff
 - d. No open doors or gates should be left unattended, and all borrowed doorstops must be returned to the Concierge upon completion. Final inspection of move route conducted.

Please note: You will not be allowed to move in or out without the proper paperwork on file and fees paid.