



Move procedures & policies

BEFORE YOUR MOVE...

1. Owner of unit must pay non-refundable \$1000.00 Registration and Processing Fee prior to move. (Weekend and Holiday move fee additional \$1000.00 for a total of \$2000.00). Move will not take place until fee is paid, and no move will take place into a unit where the owner's account is not current or there is a delinquent balance owing.
2. Fill out applicable form – Renter profile, Homeowner Profile, or Move Out Exit Form.
3. Contact Concierge to schedule an elevator reservation and protective pads for your move. (Mon. – Fri., 8:00 am – 12: 00 pm OR 12:00 pm – 4:00 pm)
4. If moving in, schedule a ½ hour orientation with Concierge BEFORE moving day.

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. Ellington Staff will lock-off and pad elevator and show operation of the elevator.
2. Movers (and/or Moving Company) must check in with Concierge desk to review moving procedures:
 - i. Location of truck in alley / Ellington Alley Parking Permit..
 - ii. Hours of move: 8:00 am – 12: 00 pm OR 12:00 pm – 4:00 pm.
 - iii. No doors or gates should be propped open or left unattended.
 - iv. Violations and fines incurred by movers will be the responsibility of the new resident.

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