



RESERVE FREIGHT ELEVATOR **MOVE-IN MOVE-OUT**

In accordance with the HOA rules and regulations, all move-in and out requests must follow this procedure:

The freight elevator has to be reserved through the office manager. Moves shall only be possible between the hours of 8:30 AM to 6 PM, **Monday** through **Thursday**. Continuing to move after 6:00 PM will incur a fine of \$50 per violation hour. A Move in/Move Out fee of \$100.00 is required. A violation of this section shall result in a fine of \$100.00 per violation in accordance with the Declaration and By-Laws. Items cannot be stored or staged in common area spaces during moves.

To reserve the freight elevator, please send an email to landmarkcondomanagement@gmail.com to select a time and reserve the elevator.

Please be advised that reservations are subject to availability, and priority will be given on a first-come, first-served basis.

Thank you for your cooperation.