

## Rules for Move IN/ Move Out

Please make sure that the Moving Company that you hire is licensed and insured.

Move in and move out of Le Jardin is permitted Monday –Friday from 7:30 am until 4 pm and must be arranged ahead of time with Management.

Management will reserve the use of the service elevator for your convenience. They will have the elevator padded and will show the movers how to use the manual override which is necessary to keep the doors open to prevent damage to your property and to the elevator.

The gate at the garage will be opened for ease of the entry to the building and arrangements will be made with supervisor of crew to get in and out of the building. The gates will be locked promptly at 4 pm and movers must be offsite prior to when Management leaves at 4:30. The Building will be secured and no contractors of any kind are permitted after hours.

Arrangements must be made to throw away any packing material. Please DO NOT stuff it down the trash chute as it will clog and cause damage. Please see manager or maintenance for proper disposal. No heavy construction debris or materials may be thrown away on site. This is the responsibility of your contractor. See manager or maintenance for light debris disposal.