

**MUSEUM PARK LOFTS CONDOMINIUM ASSOCIATION**

125 EAST 13<sup>TH</sup> STREET, CHICAGO, ILLINOIS 60605

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**MOVE-IN/MOVE-OUT, DELIVERLY and  
ELEVATOR AUTHORIZATION**

Please be advised that the following rules and regulations are in effect for all move-ins/move-outs and deliveries such as furniture, appliances and fixtures

1. Residents shall notify the Management Office of a planned move-in/move-out or the delivery of large items such as furniture, appliances and fixtures **NOT LESS THAN ONE WEEK IN ADVANCE.**
2. Residents shall schedule moves for weekdays only between the hours of 9:00 a.m. and 3:00 p.m. (the moving truck must be moved from the building by 3:00 p.m.). Only one move or delivery will be scheduled for any date. No moves or deliveries are permitted at night, weekends or holidays.
3. The moving truck must be parked on 13<sup>th</sup> Street (in front of the building), not in the loading dock.
4. All items must be moved through the loading dock area located just beyond the main entrance.
5. A non-refundable fee of \$300 is required for all move-ins/move-outs. **No personal checks are accepted. Fee must be paid by certified check, cashier check or money order.**
6. A refundable deposit of \$500 is required for move-ins/outs. These fees/deposits must be posted with the Management Office in order to secure the elevator and loading dock. **No personal checks are accepted. Deposit must be paid by certified check, cashier check or money order.**
7. The Head Janitor will inspect the lobby, elevator, and hallways prior to the move-in/out and after the move-in/out. The cost to repair any damage noted shall be deducted from the deposit. However, if the cost for repairs of any damage incurred exceeds the amount of the deposit the resident will be liable for the additional costs. The Management Office will refund deposits, no later than thirty (30) days after the move.
8. Any large boxes or other debris resulting from the move and/or delivery must be removed from the property and hand-carried to the dumpsters (located in the loading dock area). If, the staff has to remove the debris, a fee of \$100 will incur.

Return this completed form to the Management Office at 125 E. 13<sup>th</sup> Street, Chicago, Illinois 60605 or fax it to 312-235-0486. If you have any questions, please call 312-235-0486.

I fully understand all of the above and agree to comply with the guidelines that have been set forth by the Museum Park Lofts Condominium Association.

**Move-in/Out date** \_\_\_\_\_

**Unit #** \_\_\_\_\_

**Large Item delivery date** \_\_\_\_\_

**Unit #** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Management Office approval** \_\_\_\_\_

**Date** \_\_\_\_\_