

ELLINGTON CONDOMINIUM ASSOCIATION

Move-In/Move-Out Policy

1. All move-ins and move-outs must be scheduled in advance with the Property Manager and will be granted on a first-come, first-serve basis depending upon availability of the designated freight elevator.
2. Move-ins and move-outs will be restricted to the hours of 8:00 A.M. to 8:00 P.M. Residents planning a move are expected to assure their moving company and/or workers are aware that they cannot begin a move prior to 8:00 A.M. and must stop promptly at 8:00 P.M.
3. Where a moving company is retained to perform a move-in or move-out, unit owner will be required to provide a copy of the moving company's insurance to the Ellington Management Office no less than 24 hours prior to any move-in or move-out.
4. Any persons moving in or moving out of the Ellington are required to remit a non-refundable fee of \$100.00¹ no less than 24-hours prior to any move-in or move-out.
5. Residents who have scheduled a move will be required to sign a form indicating that they will be held responsible for any damages caused to any of the common areas of the building as a result of their move-in or move-out.
6. A visual inspection of the areas of the move will be conducted prior to the move by the building management. An inspection will be performed immediately after the move is completed to determine if there were any damages to the common area as a result of the move. Costs to repair any damages to the common areas are the responsibility of the owner of the unit for which the move-in or move-out services have been rendered. This is in addition to the regular move-in/move-out fee.
7. Movement of large household goods is never permitted on passenger elevators.
8. The Ellington Condominium Association is not responsible for any parking violations assessed by the City of Philadelphia.
9. Residents will be responsible for cleaning up all debris in the common area of the building due to their move-in/move-out activities- including but not limited to the residential hallways, elevators, trash rooms, lobby, back hallway, back door area, and back alley. If Ellington employees must clean up common areas after such moving activities is performed, the unit owner will be assessed a fee for their time spent to complete this work.

¹ Subject to change.