



**MOVE IN/OUT RESERVATION**

Resident/Unit Owners moving in or out of Prairie District Homes Tower Residences Condominium Association will be allowed to do so only with prior communication with building management. **All moves must be scheduled with the Management Office.**

- To schedule your move, please contact the Property Manager at 312.765.0960 or [mgr1717@sudlerchicago.com](mailto:mgr1717@sudlerchicago.com)
- The loading dock and freight elevator are available Monday through Saturday, from either 9AM to 1PM or 2PM to 6PM, with exception to Sundays and major Holidays.
- **A \$250 moving fee and a \$300 refundable security deposit** shall be required for all moves into or out of the building. A check made payable to "Prairie District Homes" must be submitted to the Management Office prior to the move. Moves that are in progress after 6:00pm will result in a fine of \$50.00 per hour until the move is complete. Immediately prior to and immediately following the move, a building representative and the resident will conduct an inspection of the premises to ascertain condition of common areas. In the event no damage has been done to any common elements, the deposit will be refunded to the resident moving.
- All moving and deliveries shall be conducted through the loading dock and take place on the designated freight elevator. No moving of any kind will be permitted through the lobby or take place on the passenger elevators.
- A **Certificate of Insurance** from the moving company **MUST** be submitted to the Management Office prior to the date of the scheduled move. It is the responsibility of the resident to ensure that the moving company/group provides the Management Office with a Certificate of Insurance. A move will not be allowed to take place without a Certificate of Insurance on file. The Certificate of Insurance must name the Prairie District Homes Tower Residences Condominium Association as an additional insured and indemnify and hold harmless the Association and Sudler Property Management.
- The freight elevator dimensions are: 90"H x 51"D x 80" W
- The loading dock dimensions are: 14'H x 25'D x 12'W

I \_\_\_\_\_ have read and agree to abide the Move In/Move Out Rules.

Requested Move Date \_\_\_\_\_

Requested Move Time Frame (circle one) 9:00am–1:00pm -or- 2:00pm–6:00pm

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

Contact # \_\_\_\_\_

Signature of Unit Owner \_\_\_\_\_

Date \_\_\_\_\_