



# Svigos Asset Management

Property Development & Asset Management

## 739 N. Ada – Move-In and Move Out Rules

- All residents moving in and out of the building must move in through the alley.
- Residents must schedule elevator reservations with [svigosoffice@gmail.com](mailto:svigosoffice@gmail.com) at least 7 days ahead of time. Requested times may not be available. In the event requested times are not available residents must use the rear alley door and the stairs only.
- Move in times must be during normal working hours and move ins/outs must be finished before 7pm as to not interfere with Resident's daily activities.
- Moving Boxes and waste must be broken down and placed in the provided recycling/garbage bins.
- Residents are not allowed to fill up all the bins with broken down material and waste. If you have excessive amounts of moving waste, mattresses, or furniture to be disposed of you must contact SBC Waste Solutions 312 522 1115 to schedule a separate pick up.
- Residents must supply insurance certificates for all moving companies to [svigosoffice@gmail.com](mailto:svigosoffice@gmail.com)





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## Elevator Moving Procedure

- The elevator can be locked out during moves keeping the elevator parked on whichever floor it is called to.
- The elevator lockout is achieved by inserting the provided key into the keyhole on the righthand side labeled “Independent” and turned to the “On” position. When you are finished using the elevator you must turn the feature back to the “Off” position to place the elevator back into regular service.
- Elevator Keys will be dropped off at your apartment or left in a lockbox for pick up, please return keys as instructed and you must place the elevator back into service when you have finished your move.
- Elevator must have elevator pads on when moving. If there are no elevator pads hung up you must not move anything in the elevator.

