



SVIGOS ASSET MANAGEMENT

Property Development & Asset Management

1444 W. Augusta Ave., Chicago IL 60642

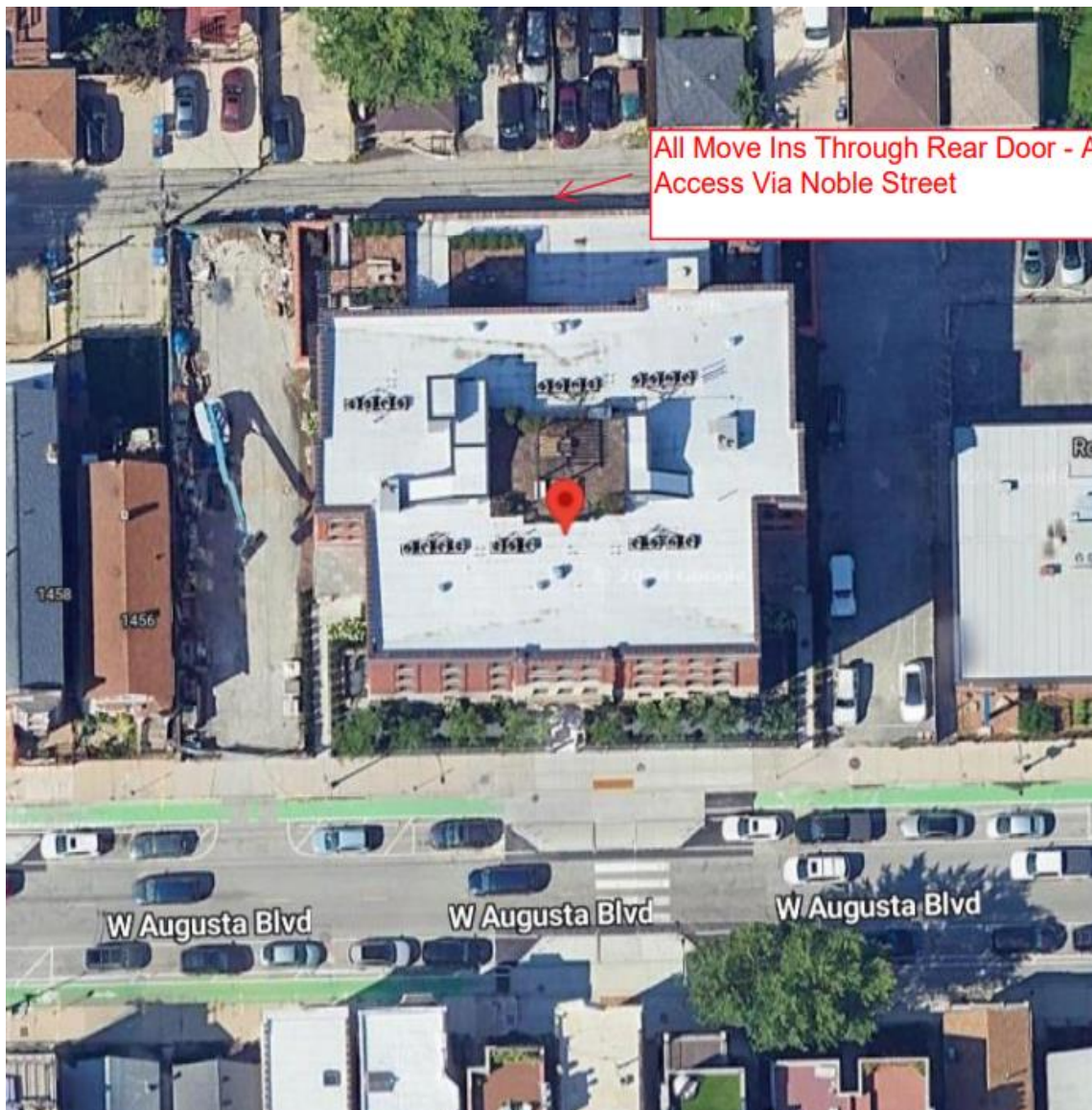
r1444 Move-in and Move out rules

- All residents moving in and out of the building are asked to move in through the alley.
- Residents must schedule elevator reservations with svigosoffice@gmail.com at least 7 days ahead of time. Requested times may not be available. In the situation requested time is not available residents must use the rear alley door and the stairs only.
- Move in/out time must be during normal workings hours and must be finished before 7:00PM 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 must supply insurance certificates for all moving companies to svigosoffice@gmail.com



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Elevator key is located in the historic cabinet on the 2nd floor near the elevator. The small bottom door is where the key is to be returned. In the situation elevator keys are not returned, \$250.00 fee will be added.





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When moving the elevator needs to be put on “Independent Service” so that the elevator can be controlled. Place key into the lower right and turn to “On”. When moving place elevator on Independent Service and the elevator will stop and stay on which ever floor it is directed. When finished moving turn the key back to the “On” position.

