



SVIGOS ASSET MANAGEMENT

Property Development & Asset Management

1855 N. Sheffield Ave., Chicago IL 60614

1855 Move-in and Move out rules

- All residents moving in and out of the building must move in through the side doors of the building. We ask to park a moving truck parallel to the tracks at the north end of the building, which is close to the building. If for some reason, it is not possible, please park toward the south end of the property, again parallel to the tracks. Please see the attached map for clarification.
- Residents must schedule elevator reservations with svigosoffice@gmail.com at least 7 days ahead of time. Requested time may not be available. In the situation requested time is not available residents must use the side door of the building and the stairs only.
- Move in/out time must be during normal working 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 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 Flood Brothers Disposal ph# (630) 261-0400 to schedule a separate pick up.
- Residents must supply insurance certificates for all moving companies to svigosoffice@gmail.com.



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