



SVIGOS ASSET MANAGEMENT

Property Development & Asset Management

739 N. Ada St., Chicago IL 60642

739 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 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 Republic Services ph#847 981 0091 to schedule a separate pick up.
- Residents are not allowed to fill up all the bins with broken down material and waste.
- Residents must supply insurance certificates for all moving companies to 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.

