

Move In/Move Out

Please contact Evans Property Management or Peggy Underwood as soon as moving dates are known. They will coordinate with the Board to help your move go as smoothly as possible.

Pads will be put up in the elevator prior to your move.

You will be given the elevator key prior to your move and you will get a few instructions on how to lock the elevator doors during the move.

Because we have owners that **MUST** use the elevator to enter/exit the building the elevator **SHOULD NOT** be locked for the entire duration of the move. Boxes and furnishings should be staged at the elevator. Only when loading and unloading the elevator car should it be locked. It will be up to you to explain this to the movers. Again, this is for the safety of our owners who are unable to use the stairs.

Signs will be placed next to the elevator and on each floor and will include a contact telephone number in case of emergency.

If you have one of the super long moving vans the driver may have an easier time backing into the complex versus trying to turn the truck -- which is nearly impossible. The shorter trucks can make turns.

The truck should be positioned at the west garage entrance near the unsecured area. This is the shortest distance to the garage door into the buildings and the elevator and still allows for entrance/exit from the garages for owners/visitors and access for emergency vehicles if necessary.

PLEASE NOTE -- Drivers need to watch the overhang at all the garage entrances. They are low and we've had a few accidents with trucks backing into them.

Moving trucks should not park or block the paved middle area at the front door. This is kept clear for emergency vehicles.

The garage gate is on a keypad (to the left of the garage gate) and the code number is the same as the doors. The electronic eye can be covered, and the gate will remain open during the duration of the move. The secured garage door near the elevator can be propped open for the duration of the move.

You will be given a phone number the day of move to text or call if you have questions on moving day.

Please give as much notice as possible of your move date and time so blankets can be hung in the elevator and signs posted.

There is a move in/out fee of \$100. A check can be made out to Lancashire Place and mailed to Evans Property Management, or it can be billed to you through them.