

Date: [Insert Date]

To: [Resident Name]

Unit: [Unit Number]

Building: [Condominium Name]

Subject: Welcome and Move-In Guidelines

Dear Resident,

Welcome to [Condominium Name]. To ensure a smooth transition and to protect building property, please adhere to the following move-in guidelines:

- **Scheduling:** All moves must be scheduled with the Management Office at least [Number] days in advance. Move-ins are permitted only between [Start Time] and [End Time], [Days of the Week].
- **Elevator Reservation:** A dedicated service elevator must be reserved for your move. Use of passenger elevators for moving furniture or boxes is strictly prohibited.
- **Security Deposit:** A refundable moving deposit of \$[Amount] is required prior to the move date to cover any potential damage to common areas.
- **Loading Dock:** All moving trucks must use the designated loading dock located at [Location]. Height clearance is [Measurement].
- **Insurance:** Professional moving companies must provide a Certificate of Insurance (COI) naming the Condominium Association as additionally insured.
- **Disposal:** Packing materials and cardboard boxes must be flattened and placed in designated recycling bins. Do not leave trash in the hallways or chutes.

Please contact the Management Office at [Phone Number] or [Email Address] to confirm your date and finalize paperwork.

Sincerely,

Building Management
[Condominium Name]