

# MOVING REGULATIONS

All unit owners and tenants of Port Royal must follow the following Moving Procedures:

## ADVANCE NOTIFICATION

Notify Management 48 hours prior to all move-ins/move-outs. (IMPORTANT: For unauthorized moves, \$100 will be charged to the Owner's account.)

## MOVING VEHICLE PARKING

All owners/tenants must ask Management where moving truck may park (this will vary depending on size of vehicle). Owner/Tenant **must** be present when the moving truck arrives.

**Tower Owners:** If using a van or small truck, please notify your movers of the height of the canopy at the entrance to the tower (**10 ft. 4 in.**) and urge them to be cautious when pulling close to the entryway

## MOVING COMPANY'S INSURANCE CERTIFICATE

Your moving company must provide Port Royal Management with a Certificate of Insurance, which may be faxed to the Management Office at 850-484-2925.

## Tower Owners AUTOMATIC DOORS:

Under NO circumstances should the automatic doors be used or blocked open during a move. As you enter the tower building, use only the left side doors during your move.

## ELEVATOR USE

**Only the East Elevator** may be used for **move in/move out activities**. Owners/tenants are responsible for any damage to the elevator, entrance canopy or common areas caused by themselves, their tenants, or by any moving vehicle delivering on their behalf.

## **Elevator Key**

The key available from Management allows independent operation of the East Elevator; this will help your move proceed much faster. **There is a \$150 refundable deposit to use this key.**

## **Elevator Pads**

Owner/tenant must obtain elevator pads, which can be found in the Storage Room located under the East Stairwell. They must be hung in the East Elevator prior to moving belongings. Do **NOT** hang pads on wall panels. Instead hook them to the lighting grids. Elevator pads must be removed and stored properly before 10pm on the same day.

## **Oversize Items**

If an item is too large to move in the elevator without removing the ceiling, **DO NOT ATTEMPT TO REMOVE THE CEILING OR ESCAPE HATCH.** Call Management to arrange for the elevator company to move the item (at owner's/tenant's expense). As an alternative, the movers may use the stairways.

## **CRANES**

If a crane or other equipment is needed, it is mandatory that this is arranged ahead of time through Management so that owners will be notified. One move will be allowed per day.

## **MOVING DEBRIS**

All packing materials must be taken away by moving company. Any materials, such as moving boxes and packing paper, generated when an owner is unpacking in the days following the move should be handled in the following manner:

- Flatten boxes and place in dumpster over a few days' period. (Please don't fill the entire dumpster at one time.)
- Bag all packing paper in a secured bag before placing in dumpster.
- Do not throw loose papers or other items in the dumpster. They blow out when dumpster is being emptied creating extra work for the garbage employees.