

Orienta Gardens

MOVING INFORMATION

To make your move in and out as easy as possible, please use the front doors of the building only. Moving trucks are required to park in front of the respective building.

New Shareholders moving in:

- Must call the management office prior to moving in to advise of your move in date. Also, please leave a note for the Superintendent.
- Must provide the management office with a certificate of insurance from your moving company, to cover the move. You must also leave a \$500 refundable damage deposit. This deposit will be refunded to you once your move is complete and no damages occur.
- If you move privately — yourselves - you must provide the management office with a certificate of insurance from your carrier, plus leave a \$500.00 "damage" deposit with the office prior to the move. This deposit will be returned immediately to you; however, if damage occurs to the carpet/wallcovering, etc., you will be responsible for same.

Residents moving out:

- You must notify Management and the Superintendent of your move out date so that the elevator can be properly padded.
- A certificate of insurance must be received by the management office from your moving company, or private carrier, as stated above. A "damage" deposit of \$500.00 is requested prior to the move and will be promptly refunded when the move is completed without incident.