



The Courtyard  
QUEEN • ANNE • SQUARE

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**RE: Moving Procedures and Furniture or Appliance Delivery or Removal.**

The info below should help you with your move. All residents, including the 1<sup>st</sup> floor, are required to make an **appointment** for the move **2** business days in advance. There is a fine of \$150 if you do not.

**For New Residents the following is required prior to your move in.**

- 1) Schedule your move via the website, email to the board, or phone call to management.
- 2) Return the resident form and your proof of insurance. (HO6 or Renter's)
- 3) Move in Fee has been paid.
- 4) All lease paperwork has been turned in.

**Movers/Owners/Tenants Responsibility**

- 1) There is no reserved street parking. If your moving company will not place no parking signs for you, the HOA can loan you signs. You will need to go to the city website to create the free permit at least **3** days prior to your move/delivery date. ([www.seattle.gov](http://www.seattle.gov); search: 'temp no park'.)
  - a. If you are reserving in front of the building: South side of the 200 block of W. Roy St.
  - b. If you are reserving 2<sup>nd</sup> Ave W: West side of the 600 block of 2<sup>nd</sup> Ave W.
  - c. If you are reserving 3<sup>rd</sup> Ave W.: East side of the 600 block of 3<sup>rd</sup> Ave. West.
- 2) You must use the padlocks and cable on the signs to attach the signs to a tree or street sign.
- 3) When done: Clean the signs & return them to the cable room. There is cleaner & paper towels in the cable room.
- 4) You may also hire a private company to process the permit and post signs: National Barricade 206-523-4045.
- 5) On the day of your move it is your responsibility to call the police to have unauthorized vehicles towed.
- 6) Install the elevator pads. The pads are located in the cable room to the right of the 1<sup>st</sup> floor elevators along with the elevator key. You must lock the elevator off on the floor you are loading or unloading so others can call the 2<sup>nd</sup> elevator to the same floor. Simply insert the key and turn horizontally to lock the elevator to your floor. Do not use both elevators. We have many residents that exclusively use the elevators for access. Return them to the cable room after your move is completed.
- 7) **DO NOT** leave any exterior door unattended and/or blocked open during the move. Someone must remain in the lobby/entry at all times that the exterior door is open to prevent intruders from entering the building. Consider staging your belongings. Move to/from the truck to the lobby, then lobby to/from the level your unit is on, and then from your floor lobby to/from your unit.
- 8) If you have large items to dispose of as you move in/out they must be taken off site to the city transfer station. All boxes must be broken down before being recycled. Refer to city website: [www.seattle.gov/util/4](http://www.seattle.gov/util/4)
- 9) Moves should be Monday through Friday between 9:00 am and 5:00 pm. Since we sometimes have multiple parties moving on the same day please choose a time, 9-1 or 1-5. The Board will post a moving notice to notify other residents of your move.