



The Courtyard

QUEEN • ANNE • SQUARE

Welcome! We have formed a committee to assist you in getting acquainted with the area and providing you with some helpful pointers to enjoy living at The Courtyard at Queen Anne Square (CYQAS). Whether you're familiar with the Queen Anne area or are new to Seattle, moving is always stressful and we hope to help you as you transition to our community.

Prior to Your Move

Schedule. Your move must be scheduled via our website 2 business days prior to your move. If you don't have access to the internet you may call the Management company. Please know that there is no reserved street parking. We only allow one move at a time. Most moves can be completed in 2-3 hours. Please do not reserve the whole day so we can accommodate other residents and/or deliveries.

Parking. It is recommended that you reserve no parking street signs to ensure you have parking. You need to make a permit application with the city that is free and available thru the city's website. We do have no parking signs you can use that would be self-installed. Alternatively, you can pay a company to process the permit and place the signs for you. (National Barricade)

Move-in hours: Monday – Friday from 9-5

Elevator: Prior notice must be given to use a dedicated elevator. Padding is stored in the cable room to the right of the elevator on the first floor and must be used to protect the walls of the elevator. A key is available in the cable room to control the elevator. Simply open the door under the control panel and insert the key in the independent run slot. Turn horizontal to lock the elevator on the current floor.

Exterior Doors:

No door may be left unmanned and/or propped open at any time during your move. If no one is available to help you out, one of us may be able to remain at the door to maintain the security of our residents. Our volunteers will need some prior notice in order to assist you with this service.

Interior Doors:

It is a fire regulation that doors leading to hallways must remain closed and must not be propped open with a wedge or other implement. We realize this may be an inconvenience, but the regulation is for the safety and protection of the residents.

If you don't require a truck, you can simply park in your designated spot in the garage or in the 30-minute loading zone just outside the elevator door. If you choose the latter, please remember to return your car to its designated parking space. Again please do not prop the elevator lobby door open as the garage is open to the public. This is considered to be an exterior door.

Garage. A word about the garage entrance: You should use the North entrance on 3rd West, closest to W Roy Street. The other entrance is for the commercial side of the complex (businesses). The elevator is on level P1 and not to be confused with the bank of elevators on the commercial level. You will not be able to enter your condo from the commercial side. Also note your garage access card registers if your vehicle is in or out of the garage. Make sure you use it every time. If the door will not open the first thing you should do is go to the other side of the garage door and see if you can open the door with the scanner.

After Your Move

Trash and Recycling

Our trash/garbage area is on 2nd W and can be entered using your exterior door key. If you have boxes to be disposed, they should be flattened and deposited into bin(s) marked "Recycle." If you have moving boxes, you can insert them into a larger box and just leave by the recycle bins.

Intercom

We can program multiple phone number and long distance numbers in the intercom. Before we will program the intercom for you we need the Resident Form and a proof of insurance submitted to the property manager.

If you have any questions, please don't hesitate to contact the committee or The Board.

We look forward to meeting you soon!