



The Courtyard
QUEEN • ANNE • SQUARE

RE: Moving Procedures, Furniture or Appliance Delivery and/or Removal

The info below should help you with your move. All residents, including the 1st floor, are required to make an appointment for their move 2 business days in advance. Failure to do so is a fine of \$150.

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

1. Schedule your move by emailing the board and/or emailing/calling the Copeland Group.
2. Write your unit number & move date on the white board outside the owner's lounge.
3. Return the resident form and your proof of insurance. (HO6 or Renter's)
4. Paid move in fee.
5. For rentals, all lease paperwork needs to be 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 permit at least 5 days prior to your move/delivery date. (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 2nd Ave W: West side of the 600 block of 2nd Ave W.
 - c. If you are reserving 3rd Ave W.: East side of the 600 block of 3rd Ave. West.
2. You will need to place the No Parking signs in the designated area 3 days prior to your move.
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 by calling the Seattle Police Department non-emergency number 206-625-5011.
6. If you are using the elevator for your move, you need to install the elevator pads which are located in the cable room to the right of the 1st floor elevators. The elevator key is hanging to the left of the water heater. You must lock the elevator with the key by turning horizontally to lock the elevator and install pads. Do not use both elevators. We have many residents that use the elevators for access. Return both the elevator pads and key to the cable room after your move.
7. **DO NOT** leave any exterior door unattended and/or blocked open during the move, it is an automatic fine. 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
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. Write your unit number and date of move in/out on the white board outside the owner's lounge to notify owners.