



Move In/Out Checklist

Unit # _____

Scheduled Move Date: _____

Time Slot: _____

Moves are allowed Monday - Saturday

8:00AM to 4:00PM

Moves are not permitted on Sundays or Holidays

Reminder: If you are moving out please remember to remove all items from your storage locker and bike rack.

All moves should be scheduled at least three (3) business days in advance through Management. There is a \$500 Move-In Fee, \$500 Move-Out Fee with a \$500 refundable damage deposit. Deposits will be returned as soon as the staff verifies that no damage has occurred to the Elevator or any Common Area as a result of the move. In the event that damage occurs, the amount of the repair shall be deducted from the deposit. The balance, if any, will be returned to the Resident. Should the damage incurred exceed the amount of the deposit, the balance will be charged to the Unit Owner. A move in and out fee applies regardless of whether the freight elevator is used. ***Move-Out Fees must be paid via certified check, cashier's check or money order. Checks should be made payable to "Metropolitan Tower Condo Association".***

Any unscheduled moves will result in the automatic assessment of a fine in the amount of \$300, plus the applicable move in or move out fee.

Mover's Certificate of Insurance is required. Prior to the move date, a Certificate of Insurance, naming Metropolitan Tower Condominium Association and its managing agent as additionally insured, must be received by Management.

Please contact the management office if you have any questions regarding this information. Thank you.

MOVERS CERTIFICATE OF INSURANCE

All Movers and Contractors working at Metropolitan Tower are required to submit a current certificate of liability insurance to the Management Office, which lists the following information:

Certificate Holder:

Metropolitan Tower Condominium Association
310 S. Michigan Avenue
Attention: Management Office, 7th Fl
Chicago, IL 60604

Sudler Property Management
875 N. Michigan Avenue, Suite 3980
Chicago, IL 60611

Required Limits

Workers Comp & Occupational Diseases (1)

Employer Liability (1)

General Liability Insurance (2)

Property Damage and Bodily Injury Limit
General Aggregate

Umbrella Liability Insurance

Per occurrence and aggregate

Minimum Liability Limits

Statutory Limits

\$500,000 per accident
\$500,000 per employee
\$500,000 policy limit

\$1,000,000 per occurrence
\$2,000,000

\$1,000,000

- (1) Waiver of Subrogation endorsement in favor of Association, its Board of Directors and Sudler Property Management.
- (2) Additional insured:
Metropolitan Tower Condominium Association, the Board of Directors, and Sudler Property Management as Managing Agent are added as additional insureds on a primary non-contributory basis on the above general liability policy with respect to all work performed at Metropolitan Tower by the above - named insured.

Each additional insured endorsement must include coverage for “products and completed operations” claims. The required additional insured endorsement is ISO endorsement #CG 20 10 (11 85) or its equivalent.

1. Move Fee

There is a \$500 in/out fee and a \$500 refundable damage deposit for move outs. These fees are due no later than 24 hours prior to your scheduled move date. If you are scheduled for a Monday move, management must be in receipt of your checks by 5:00PM on the previous Friday. Two Separate checks are required for move-out fee & deposit. This must be in the form of a cashier’s check or money order (we will refund your deposit to you following your scheduled time slot, once maintenance has confirmed that no damage to common hallways, service elevator or dock area occurred during the move).