

**JSR MANAGEMENT
MOVE-IN POLICY**

In order to facilitate a smooth move, please comply with the following procedures:

All Moving must be scheduled with the Management Office. Please supply the Management Office with a written notice of the move at least 48 hours prior to the scheduled event.

Please attempt to schedule a weekend move. Weekends are definitely preferable.
Moving is scheduled during the following hours:

Saturday & Sunday	8:00 AM - 8:00 PM
Monday thru Friday	By Special Permission from Management

Moving Company must provide insurance and Workman's Compensation Insurance certificates to the Management Office prior to the scheduled move naming Owner & Owner's Agent as "Additional Insured". Please ask a rep from your moving company to call the Management Office so we may instruct them directly.

Upon arrival of your moving company, please notify the management office that the move is about to begin.

Each building has its own set of requirement for moving in. Please have a rep from your moving company contact us prior to moving in so there is no confusion.

A padded elevator will be reserved for your move. The goal is to avoid tying up the other passenger elevator(s) for any length of time. This effort will extend consideration to the other tenants in the building.

Thank you for your cooperation with these policies. We wish you well in your new endeavors.