

## DANCE SQUARE MOVE-IN/MOVE-OUT POLICY

- All move-ins and move-outs must be booked with the managing agent [management@silvertownproperties.co.uk](mailto:management@silvertownproperties.co.uk)
- If movers turn up with no prior booking then **this will cause delays**.
- Movers must sign in and out with the concierge and directed to use the appropriate side gate. No moves should take place via the concierge foyer.
- Exterior gates must not be propped open.
- The caretaker will inspect the ground floor and upper hallway before and after the move and photograph any damage.
- Padding must be used in the lifts and movers made aware of the weight restrictions.
- Lift doors must not be jammed open. If any damage occurs to the lift mechanism, mirrors, or it is put out of action, the residents will be billed directly for repair.
- Estate agents/solicitors must include this policy as part of the closing documents to ensure buyers are aware of the policy