

HOPKINSON HOUSE

Attention: Resident Services Desk
604 South Washington Square Philadelphia, PA 19106
Tel: 215 923-1776 Fax: 215 829-1510

MOVE-IN / MOVE-OUT

NON REFUNDABLE SERVICE FEE: \$200

Make Check Payable to: Hopkinson House Owners' Association and mail or drop-off at the address above.

UNIT #: _____

RESIDENT NAME: _____

Please MOVE-IN DAY: _____ DATE: _____

circle

one MOVE-OUT DAY: _____ DATE: _____

AMOUNT PAID: \$ _____ CHECK NUMBER: _____

Confirmation in Red Book Made By: _____

**Move-In/Out Procedures
Hopkinson House Owners' Association**

Move-In Fee: A \$200.00 non-refundable fee shall be pre-paid by all new residents prior to the Move-In reservation date requested.

Move-Out Fee: A \$200.00 non-refundable fee shall be paid by residents prior to the Move-Out reservation date requested.

Hours: Moving may only be done Monday through Saturday, between the hours of 10:00 a.m. and 4:00 p.m. No moves are permitted on Sundays or holidays.

Reservations: Reservations must be made at the Resident Services Desk to reserve the freight elevator.
1. To confirm, fee must be paid.
2. Name of moving company must be provided.

Point of Information: No truck exceeding 12 feet in height will be able to enter the garage.

Dimensions of the service elevator:
Width: 5'9", Height: 8'4", Depth: 5'

SERVICE ELEVATOR IS MANNED BY A HOPKINSON HOUSE EMPLOYEE

PLEASE RETAIN THIS PAGE FOR FUTURE REFERENCE

**Move-In/Out Procedures
Hopkinson House Owners' Association**

Move-In Fee: A \$200.00 non-refundable fee shall be pre-paid by all new residents prior to the Move-In reservation date requested.

Move-Out Fee: A \$200.00 non-refundable fee shall be paid by residents prior to the Move-Out reservation date requested.

Hours: Moving may only be done Monday through Saturday, between the hours of 10:00 a.m. and 4:00 p.m. No moves are permitted on Sundays or holidays.

Reservations: Reservations must be made at the Resident Services Desk to reserve the freight elevator.

1. To confirm, fee must be paid.
2. Name of moving company must be provided.

Point of Information: No truck exceeding 12 feet in height will be able to enter the garage.

Dimensions of the service elevator:
Width: 5'9", Height: 8'4", Depth: 5'

SERVICE ELEVATOR IS MANNED BY A HOPKINSON HOUSE EMPLOYEE