

HOPKINSON HOUSE

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

*2012 MOVE-IN / MOVE-OUT
NON REFUNDABLE SERVICE FEE: \$150*

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: _____

**2012 Move-In/Out Procedures
Hopkinson House Owners' Association**

Move-In Fee: A \$150.00 non-refundable fee shall be pre-paid by all new residents prior to the Move-In reservation date requested.

Move-Out Fee: A \$150.00 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

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Effective: January 1, 2010