

### **Move-in Day at TRETTI Condos**

Moves and deliveries can be scheduled with Shanta Ram Sapkota Condominium Manager at Melbourne Property Management, at 437-880-4512 or via email at: [shanta.sapkota@melbournepm.ca](mailto:shanta.sapkota@melbournepm.ca) or with Condominium Concierge at 437-880-4511.

All residential moves must be scheduled with and approved by Management Office at least one (1) week in advance. It is recommended that the residents make move-in reservations as early as possible to secure their preferred date and time.

### **Temporary Moving Hours**

Monday to Saturday (Time Slots):

- 10:00 a.m. to 12:30 p.m.
- 12:45 p.m. to 3:15 p.m.
- 3:30 p.m. to 6:00 p.m.

Move-ins are not permitted on Sunday and Statutory Holidays.

**Move-ins without a booking, or outside of approved designated times is strictly prohibited.**

### **Moving Guidelines for Floors 11-13**

- Homeowners must arrive 15 minutes prior to their booked elevator time slot and check-in with the concierge to complete a pre-moving inspection.
- The concierge will then program the elevator status to “In Service” and direct the U-Haul or moving company to the loading dock area.
- Trucks/Vehicles are not permitted to block roadways or fire routes. Please proceed to **park your vehicle in the visitor parking located on P1.**
- Please see below corridor measurements to help guide you and prepare you for a successful move-in day.
  - Loading Dock Overhead Door – 9 Feet 10 Inches Maximum Clearance. Door Width – 13 Feet 23 Inches.
  - Dropped Ceiling Height for **Floors 11 And 12** – 8 Feet 2 Inches - The Ceiling Height is 9 Feet However, there is a Dropped Ceiling that Needs to be Accounted for.
  - Dropped Ceiling Height for **Floor 13** – 7 Feet.

- Corridor Width Without Door Panel – 3 Feet 9 Inches – With Door Panel 3 Feet 7 Inches.
- Unit Door – 6 Feet 10 Inches – Width - 3 Feet.
- Maximum Height for Furniture Items for **Floors 11 And 12**, 84 Inches.
- Maximum Height for Furniture for **Floor 13**, 78 Inches.

**Note:** some furniture items may need to be removed from the boxes for ease of delivery to your unit.

- Once you have completed your move-in, please contact the concierge to access the garbage compacter room (located on P1) where all large boxes must be broken down and stacked away.
- We recommend that the Homeowner asks the moving or delivery company to remove all cardboard and boxes from the site.
- At the end of your move-in day the concierge will complete a post-moving inspection and return the deposit cheque back to the Homeowner.

For additional move-in details please review the moving guide for TRETTI Condos homeowner form provided by the Customer Care Team.