

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 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 2-10

- 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 – 7 Feet 3 Inches - The Ceiling Height is 8 Feet However, there is a Dropped Ceiling that Needs to be Accounted for.
 - Corridor Width Including Door Panel – 3 Feet 6 Inches – Without Door Panel 3 Feet 7 Inches.
 - Unit Door – 6 Feet 10 Inches – Width - 3 Feet.
 - Maximum Height for Furniture Items 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.