

Date: [Insert Date]

To: All Residents and Incoming Tenants

From: [Management Name/Building Administration]

Subject: Update to Move-In Procedures and Elevator Reservation Rules

Dear Resident,

To ensure a smooth transition for all residents and to maintain the efficiency of our building operations, we are writing to inform you of updated procedures regarding move-ins and elevator reservations.

Effective [Insert Date], the following rules apply:

- **Advance Notice:** All move-ins must be scheduled at least [Number] days in advance with the management office.
- **Reservation Slots:** Elevator reservations are available in [Number]-hour increments during the following hours: [Insert Hours, e.g., 9:00 AM - 5:00 PM].
- **Security Deposit:** A refundable moving deposit of \$[Amount] is required to cover potential damages to common areas.
- **Insurance:** Professional moving companies must provide a Certificate of Insurance (COI) naming [Building Name] as additionally insured prior to arrival.
- **Loading Area:** All loading and unloading must take place in the designated [Insert Location, e.g., Rear Service Bay]. Vehicles left unattended in fire lanes will be towed.

Please note that moves are not permitted on [Insert Days, e.g., Sundays or Holidays] to minimize noise and disruption for current residents.

To book your move-in slot, please contact [Insert Contact Person/Department] at [Insert Phone Number/Email] or visit the resident portal at [Insert URL].

Thank you for your cooperation in keeping our community organized and safe.

Sincerely,

[Your Name/Signature]

[Title]

[Building Name] Management