

****NO PODS OR STORAGE CONTAINERS ALLOWED****



Ledgewood Condominium

Management Office
One Ledgewood Way
Peabody, MA 01960

978-535-6022 (Office)
978-535-7801 (Fax)
lctrust@comcast.net

MOVE IN/OUT REQUEST FORM

Date of Request _____

Bldg/Unit _____

Resident Name _____

Daytime Phone _____

Nighttime Phone _____

Does your move require use of the Elevator _____ Yes _____ No

Date of Move _____

Start Time _____

Approximate Duration (in hrs) _____

Deposit \$250.00 Paid _____ Yes _____ No

A move monitor will be assigned to observe the activity of your move. The monitor's responsibilities include the following:

- Inspect common areas affected before, during and after your move in/out and to notify the management office of any damages.
- Ensure the proper use of the elevator at all times
- Ensure that the moving vehicle is parked in such a manner that does not interfere with the safety and traffic flow of other residents during the move
- Perform any other duties as management deems necessary to ensure the protection and preservation of the common areas.

***PLEASE NOTE THAT ANY SPECIAL REQUESTS MUST BE APPROVED IN ADVANCE BY THE MANGEMENT OFFICE.**

Please list a forwarding address in the space below so that we may mail your balance:

