

MOVE-IN / MOVE-OUT RULES

PROPERTY NAME:	Regency Tower
Property Code:	IR0085
Property Address:	2525 Date Street, Honolulu, HI 96826
Moving Rules:	
Days Permitted:	Monday – Saturday
Hours Permitted:	9AM – 5PM
Elevator Reservations:	Reservations for elevator use must be made at least 48-hours in advance.
Staging Point:	The ground floor lobby only using the Diamond Head Entrance.
Security Deposit:	\$100

House Rules Section on “MOVES AND DELIVERIES” follows.

MOVES AND DELIVERIES:

1. All moves in/out, deliveries of furniture, large appliances and bulky items requiring use of elevator must be made BY APPOINTMENT ONLY - through the Resident Manager. Management reserves the right to refuse use of elevator if no appointment has been made.
2. Moves & Deliveries will be conducted from the ground floor lobby only and using Diamond Head Entrance.
3. Reservations for elevator use must be made at least 48 hours in advance.
4. Hours: Monday - Saturday 9:00 a.m. - 5:00 p.m.
5. NO MOVING ON SUNDAYS OR HOLIDAYS IS PERMITTED
6. Elevator padding is required.
7. A \$100 Security Deposit in the form of a check payable to AOAO Regency Towers must be received prior to the date of a move in/out, to cover any damage to common elements or violations of these Moving Rules. The Resident Manager will return security deposit upon completion of an inspection for damage.
8. Residents must register at Manager's office prior to date of moving in. Building security entry key(s) will be activated at the time of registration. Residents not registered may be denied use of elevator.
9. Trash bins are not to be used for disposing of furniture, televisions, large appliances including water heaters, or cast-off items. Any debris or cast-off items disposed of by the resident/mover will be charged a \$100.00 fine.
10. Furniture boxes, appliances and items to be moved, must NOT be dragged or pushed onto from the elevator or along hallway floors. Dollies and handcarts must have rubber wheels to protect the floor. Hand dollies for moving heavy items may be checked out from the Resident manager for a \$50.00 deposit.
11. Moves will be scheduled on a first come first serve basis. Any person moving in/out or moving of large items who has not complied with the above Rules will be fined \$100.
12. Regency Towers Employees or Contract Security Personnel are prohibited from accepting deliveries of packages or other items for Residents.