



RESIDENT MOVE-IN PROCEDURES

Welcome to your home at The Grand Wisconsin Apartments! We appreciate your tenancy and hope you will enjoy living in historic charm with modern convenience. Below is the list of procedures to ensure your move-in is smooth and successful.

PRIOR TO MOVE DATE:

1. Call to reserve the elevator for your moving date. Elevator reservations are on a first come, first served basis. Only the FAR RIGHT elevator can be locked out for moving. You will need to arrange obtaining the elevator lock-out key and back door key from the office for your reserved move date.
2. When using a moving company, a CERTIFICATE OF INSURANCE is required from the chosen company prior to the move-out date. Tell the moving company the following: *Certificate Holder is Grand Wisconsin Apartments LLC at 720 N Old World 3rd St, Milwaukee WI 53203. Certificate holder and Founders 3 Management Co need to be added as additional insureds as it pertains to general liability and workman's compensation. The COI can be faxed to 414-272-3987.*

DAY OF THE MOVE:

1. The FRONT DOOR shall NOT be used for moving.
2. Only the FAR RIGHT elevator can be locked out for moving. You will need to arrange obtaining the elevator lock-out key and back door key from the office. Elevator lock-out signs will be provided by the office to be posted by the elevator at the lobby level and on your floor.
3. The rear loading door shall remain locked should not be propped open or left unattended.
4. Moving trucks, vehicles/cars, etc. should park in the rear alley against a wall. DO NOT BLOCK the garage overhead door or rear loading door. LEAVE A PATH open for through traffic to pass by the moving vehicle in the alley.
5. All items must be removed from the unit. Large boxes should be taken to the dumpster/recycle room on the 1st floor and broken down. Any unwanted smaller personal belongings should be thrown in trash. Large items, furniture, etc. must be removed off premises. Abandoning furniture, large items, unwanted personal belongings will result in fines starting at \$75 and up for the building to recover the cost of removing the items.
6. Return elevator lock-out keys.

Call 414-272-3980 with any questions! Thank you!