



friendly towers

## **Move-In procedure\*:**

**24-48 hours before you move in:** Bring a money order with the total of the one-time non-refundable move-in fee of \$300 plus your first month's rent (S-\$615 / P-\$690). In addition to this, bring a complete change of clothes (underwear, shoes, jacket etc.) in a sealed garbage or contractor bag. This will be heat treated, and you will change into these clothes when you move in. As long as you are moving in within a few days, you will select your unit and I will take your picture for our records and front desk computer system.

**The day you move in:** Move-ins take place in the afternoon and must be scheduled in advance. Everything that you are planning to bring to your unit in Friendly Towers (except items you plan to purchase in the future) must be brought on this day, and in sealed garbage or contractor bags. This includes electronics, paperwork etc. Do not fill the bags more than half way. If you have books or fragile items, pack them into a box then place the box into a bag. If you have a suitcase, place it in a bag. Everything you bring should be in a sealed garbage or contractor bag. **The exceptions are any medications, aerosols and a toiletry bag – keep these separate!** Those items will not be heat treated but must be visually inspected.

When you arrive, let the front desk know to call Friendly Towers management. Someone will come down with a cart and begin taking your items to the heat treatment room. Once all your items are in the room, you will be taken to your unit where you will change into the clothes that you previously brought. Place the clothes that you changed out of into the bag that held the heat treated clothes and bring them to the indicated office. Here you will sign your Month to Month rental agreement and receive your keys.

**The next business day:** The morning of the next business day management will deliver your heat treated items to your unit. You do not have to be present.

**Important!** As true of all SRO's, there is limited space in the units and they all come fully furnished. Do not bring too much as we reserve the right to refuse to allow excess. If you feel that this might be an issue, please discuss this in advance with management. We do not allow furniture to be brought in.

I understand these instructions and that Friendly Towers is not liable for any type of damage to possessions during the move-in process.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, call Stephen Boice at 773.303.4209

\*Some of this may change depending on timing, and your situation.