

# SKYLINE PLAZA CONDOMINIUM MOVE-IN PROCEDURES

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## Moving In:

1. All residents must make move in arrangements with the management office prior to moving into any unit. Arrangements must be made in person so that the required forms are completed and the move in fee is paid. The office is open for business Monday, Wednesday through Friday 9:00 a.m. until 5:30 p.m. and Tuesdays 9:00 a.m. until 7:00 p.m.
2. Residents are required to use the freight elevator for moving all items into their unit. Moving items through the lobby and/or using the passenger cars for delivery are strictly prohibited.
3. The freight elevator can be reserved for this purpose during either the morning shift; 7:00 a.m. – 1:00 p.m. or the afternoon shift; 1:00 p.m. – 7:00 p.m. Please note, no elevator service is available on Sundays or holidays.
4. The freight elevator can be programmed to reach your floor via the front desk computer. A valid drivers license or another valid state issued ID must be presented to the front desk clerk on duty at the time of delivery. At the completion of your delivery or move returning to the front desk and requesting your ID will signal the termination of your reservation the elevator will be reset.

In order to obtain use of the freight elevator you must:

- Pay a move-in/registration fee.

Type of Unit:	Fee:
Efficiency & 1 Bedroom	\$250.00
1 Bedroom + den & 2 Bedroom	\$250.00
2 Bedroom + den & 3 Bedroom	\$250.00

- Complete an Occupancy Information form.
- Provide management with a copy of a signed “Deed Of Trust”, “Lease”, or other document that proves you have the legal right to occupy the unit.
- Register your automobile and obtain a Skyline Plaza parking sticker.

## At Registration

1. You will be given a copy of “Welcome to Skyline Plaza” booklet. This booklet contains the *House Rules and Regulations* as well as other useful information. You are encouraged to read it completely as soon as possible.
2. You will also be asked to sign up for the welcome tour of the Skyline Plaza facilities. Our Welcoming Committee provides this tour and it takes approximately one half of an hour.
3. During your move you may be asked to share the freight elevator with another resident receiving a delivery. Allowing other residents to make “one trip” for this purpose will be appreciated.
4. When you have completed your move, you must take moving boxes, etc. to the B-2 level loading dock area for disposal. Please use the freight elevator to transport these items. Do not place packing boxes or packing materials in the trash chutes, hallways, elevators, trash rooms, or in the garage.

# SKYLINE PLAZA CONDOMINIUM FACT SHEET

## GENERAL INFORMATION:

957 – Total Units	Built in 1 phase	
482 – South Building	472 residential, 10 commercial	South – 1976
475 – North Building	468 residential, 07 commercial	North – 1977
1143 – Indoor Parking Spaces	08 passenger elevators	
64 – Guest Spaces	02 freight elevators	
10.5 – Acres of Land	02 lobby garage elevators	

Roof: Modified membrane to concrete structural slab.

Heat: Hydronic System/gas & oil

A/C: Electric-chillers

Nearest Fire Hydrant 100 ft. (On property): Pressurized standpipes in all stairwells.

Nearest Fire Station – Fairfax Station #10 (1-1 ½ miles)

\*Firewalls between units, sprinklers in mechanical & storage rooms only.

Unit Size	Occupancy limits	Registrations & Move-in fee
Efficiency & 1 Bedroom	2 persons	\$250.00
1 Bedroom Den & 2 Bedrooms	3 persons	\$250.00
2 Bedrooms Den & # 3 Bedrooms	4 persons	\$250.00

(Registrations must be done prior to moving in, reservation of freight elevator in advance is vital)

Please note that no pets are allowed in the building at any time

**AMENITIES:** Pool – outdoor 1 ½ acre deck (lobby level)

Picnic area: charcoal grills, picnic tables, playground, and volleyball court

Party rooms, north and south

Card rooms, north and south

Fitness centers, north & south

Sauna and steam room, north & south

Billiard room, north penthouse level

24 hours front desk service

Security guards: 24 hrs/day

Bus lines, front door

Convenience store, beauty salon, etc.

Bicycle rooms, north and south

**MANAGING AGENT:** LEGUM & NORMAN

Colin Horner: General Manager

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