

**CLEVELAND HOUSE CONDOMINIUM**  
**RULES GOVERNING MOVE-INS, MOVE-OUTS, TRANSPORT OF LARGE**  
**ITEMS, MOVE IN FEES, AND NEW RESIDENT REGISTRATIONS**

**DO** notify the Management Company (GHACM) at least 48 hours in advance of your intent to use the elevator for move-ins, move-outs, or the transport of large items.

**DO** post a notice on the metal molding around the elevator on every floor if you plan to use the elevator and include on the notice the affected unit number and a telephone number that can be called if others need to use the elevator.

**DO** use only the elevator key to hold open the elevator door while loading or unloading the elevator cab.

**DO** only use the side entrances for all move-ins, move-outs and transport of large items.

**DO** cut and flatten large cardboard boxes and deposit them in the recycle dumpster.

**DO** register with GHACM the name, phone numbers, and e mail address of every person who occupies or plans to occupy a unit for more than 2 weeks.

**DO** pay a \$100 move-in fee before occupying a unit in the building (to defray the costs of normal wear and tear to the common areas, elevator reservation, occupant record keeping by each new resident, and listing of 1 name on the access directory).

**DO NOT** use the front entrance for any move-ins, move-outs or transport of large items.

**DO NOT** physically hold open the elevator door with your hand, body, or other object.

**DO NOT** tie or prop open an entry door to the building any longer than necessary for efficient transport and NEVER leave unattended an entry door open.

**DO NOT** leave any items in the common areas or next to the dumpsters.

**DO NOT** discard large cardboard boxes in the trash rooms.

Cleveland House is managed by: GHACM  
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