

The Plaza at Grandview

Move in/Move out Policy

1. The Plaza Superintendent Bryan Bennett is to be notified of a move in/move out date at least 1 week prior to the move. 412-431-0551 (office), 724-816-6099 (cell).
2. Move in/move out days are Monday-Saturday. Times are between 8 am and 5 pm.
 - a. A non-refundable “security” fee of \$100.00 will be assessed for additional guard service.
 - b. A refundable \$250.00 “damage” deposit will be assessed for possible damage resulting from the move in. If no damage has occurred the deposit will be returned.
 - c. Separate checks are to be made out to The Plaza at Grandview and presented to Building Superintendent Bryan Bennett at the time of the move is scheduled.
 - d. No moves on Sundays, holidays, or evenings.**
3. Staff will make every effort to save space for the moving vehicle by placing cones on Shiloh Street the night before the move.
4. All items to be moved are to come through the 2nd floor entrance (Shiloh Street side).
5. The large elevator will be padded to prevent damage to the inside of elevator. The elevator is not to be held except when loading and unloading items.
6. Any damage to The Plaza property will be the responsibility of the owner moving in/ moving out. The owner is responsible if this occurs when a tenant is moving in/moving out.

7. Plaza staff are to be notified when the move in/move out is complete.
8. All moving materials need to be disposed of properly in the 1st floor rubbish room.

Updated 5/8/2023