



Freight Elevator Reservation

540 N. State Street ♦ Chicago, IL 60654

Date: _____

Apartment #: _____

Resident Name: _____

Freight Reservation:

Move-In Move-Out One-Time Delivery

Date: _____

Time: _____ (Freight hours are 9:00am – 6:00pm daily)

I understand that during my reserved window of time, it is possible that a vendor/client may need to access the freight for a one-time trip. If a one-time delivery is scheduled, please be aware that a delay could occur if a move-in or move-out is already scheduled during that time. **There will be a charge of \$100 per hour of use if the freight is not returned by 6:00pm.**

Resident Signature

Date

Move-Outs Only:

Residents may not reserve the freight elevator for a move-in or move-out until all monies owed to Grand Plaza Owner, LLC are paid in full.

The resident noted above has paid all monies owed to Grand Plaza Owner, LLC prior to their move-out, and currently holds a **zero balance**.

Grand Plaza Owner, LLC Signature

Date

Note: This form must be presented to the Door staff on your scheduled move-out date.