

WINDEMERE INSURANCE ADJUSTER PACK AND MOVE SCHEDULE IS AS FOLLOWS:

The following schedule is for all resident's insurance adjusters to be able to access your apartment for your pending claims:

STARTING ON Tuesday, December 11, 2018 at 9:00 AM to 5:00 PM ONLY. When the adjuster arrives, they should check in with the office and will issued a wrist band to wear while at the property. Please make sure you have given the adjuster permission to enter your apartment if you are not able to be with them. This time is for all renter's insurance adjusters only and not intended for packing or moving out.

PACK AND MOVE OUT SCHEDULE IS AS FOLLOWS: THERE WILL BE TWO DAYS PER FLOOR TO PACK AND MOVE. TIME DOORS WILL BE OPEN IS 7:00AM TO 10:00 PM. MANDATORY CHECK IN AT THE OFFICE IS REQUIRED PRIOR TO ENTERING THE PROPERTY FOR INSURANCE, PACKING OR MOVING.

<u>DATE TO PACK</u>	<u>DATE TO MOVE</u>	<u>FLOOR</u>
15 TH Saturday	16 th Sunday	5 TH ALL WINGS, 1 ST SOUTH AND WEST WING ONLY
17 th Monday	18 th Tuesday	4 th ALL WINGS, 2 ND , SOUTH AND WEST WING ONLY
19 TH Wednesday	20 th Thursday	3 rd ALL WINGS, CHECK ON STATUS OF LOWER WING
21 ST Friday	22 nd Saturday	Optional days for packing & moving-Appointment ONLY

This schedule is an effort to try and help everyone retrieve their belongings as quickly as possible. The lobby and elevators are NOT able to be used. Access is limited to the fire stairwells located at the end of each hallway. Given the limited access to the building please try to adhere to this schedule. We understand this schedule will not be possible for all situations so if needed please contact the office to discuss options.