

# **Marina Towers Move/Delivery Procedure**

All moves and deliveries must be performed at the Marina Level. **Trucks and Motorcycles are NOT allowed on the plaza level at any time! No exceptions will be made.** Entrances to the Marina Level for both towers are located on Kinzie Street, less than a block north of Marina City. Moves and deliveries are allowed Sunday through Saturday, between the hours of 8:00 A.M. to 9:00 P.M., and must have completed the move/delivery and exited the Marina Level by 9:00 P.M. The Marina City Commercial Security Guards lock the entrance gates to the Marina Level at 5:00 P.M. Monday through Friday, and all day Saturday and Sunday. If the gates are closed and you have scheduled a move or delivery with the Management Office, call the Office during working hours or call the Marina Towers Security Officers located at each tower entrance (after hours you can reach security by calling the office number at (312) 644-1187). Inform Security that the gates are closed, and they will contact the MCHE Security officer on duty and request to have those gates opened. Any moves performed on the lower level or the bridge/plaza level will be stopped and the owner of the unit will be fined. Attached with this memo is a map of the Marina Level, including the surrounding streets, for your convenience. **DO NOT LEAVE YOUR CAR UNATTENDED AT ANY TIME AT THE MARINA LEVEL, OR IT MAY BE TOWED!!**

**To make a scheduled move or delivery, please contact the MTCA  
Management Office at (312) 644-1187.**

## **Move In/Move Out**

Any residents moving in or out must be scheduled 24 hours in advance with the Marina Towers Management Office at (312) 644-1187. **All moves must be performed at the Marina Level.** Also, a move in fee is required by all new residents moving in, and is NOT refundable. The move-in fees are as follows:

Studio's-	\$150
One Bedrooms-	\$175
Two Bedrooms-	\$250

Moving times allowed to each unit also varies depending on the size of the unit. Those times are as follows:

Studio-	2 Hours
One Bedroom-	3 Hours
Two Bedroom-	4 Hours

Owners and renters alike must pay move-in fees prior to moving in. For more information on Move-in fee's and corresponding rental approval requirements, please refer to the Rental Approval Requirements sheet (available upon request).

## **Deliveries**

All Deliveries must be scheduled 24 hours in advance with the Management Office at (312) 644-1187. Delivery companies are notorious for giving large time windows for an expected delivery. Please make every effort to have that company narrow down a small time frame, and we will make every effort to schedule your delivery accordingly. ALL deliveries must be brought through the Marina Level despite the number of trips that may be necessary, and despite the fact that any persons other than an actual delivery company will perform the delivery. Please be advised that any unscheduled deliveries that arrive during another delivery or move that was scheduled prior, will have to either reschedule their delivery or wait until the elevator is available.

# **General “Marina Level” Information**

**Marina Level entrance height:**  
**11 ft, 6 in.**

**Service Elevator Dimensions:**  
**102 in. X 8-½ ft.**

**East Tower Entrance:**  
Located at the corner of Kinzi Street and State Street (see map).

**West Tower Entrance:**  
Located on Kinzi Street, closest to Dearborn, next to Harry Carey’s Restaurant (see map).

**The Marina Level is not part of the Marina Towers Condo Association as it is managed by Marina City Hotel Enterprises (MCHE). Therefore, Parking is prohibited at ALL times on the Marina Level. Any cars found on the Marina Level unattended will be towed immediately at the owner’s expense. Only loading and unloading is allowed at the Marina Level.**

**Receipt**  
**Move/Delivery Procedure**  
**Marina Towers Condominium Association**

Circle One:            Move-In                      Move-Out                      Delivery

Name \_\_\_\_\_

Unit Number \_\_\_\_\_

Date of delivery/move \_\_\_\_\_

Time needed \_\_\_\_\_

**The above unit owner, tenant or agent of a unit owner acknowledges receipt and acceptance of the Marina Towers Condominium Association (MTCA) Move/Delivery Procedure as governed by the Marina City Hotel Enterprises (MCHE), and all rules and regulations pertaining to MTCA move/delivery procedure, as is agreed upon by the MTCA Management Office.**

**The Marina Towers Condominium Association is not responsible for any vehicles towed from the Marina Level.**

Signature \_\_\_\_\_

Date Of Receipt \_\_\_\_\_            Owner \_\_\_ Tenant \_\_\_