Jefferson House Condominiums

922 24th St. NW

Washington, DC 20037

(202) 337-3900

Move-in/Move-out Authorization

Per your request, you have been scheduled to move on \_\_

Please find below a list of the move-in/move-out Rules and Regulations:

1. Please check in at the front desk to let the staff know that you have arrived. The freight elevator will be set for a move so that you can control it. Please note that sometimes, a person will see that the elevator is just sitting there and may use it. This cannot be avoided.
2. Move-in/Out fee is $200 Monday – Saturday and Sunday & Holidays is $300. Move-outs are only required to pay fee of $100 if they are moving on a Sunday or Holiday.
3. Only the Freight Elevator may be used for your move. There are NOEXCEPTIONS or EXCUSES. If an elevator is used other than the freight elevator, you will be fined $150.00 in accordance with the Jefferson House Rules and Regulations.
4. Moving hours are M-F 8 AM to 5 PM, Sat 9 AM to 5 PM and Sun & Holidays 10 AM – 4 PM. Any moves that are done outside of these hours will be charged a fine of $150.00. Please be advised that there may be another move scheduled for the same day. All moves must strictly adhere to the hours that have been scheduled.
5. If you are moving out, all BULK trash is to be removed from the unit and off the property by the owner/tenant.

If you have any additional questions or concerns, please feel free to contact the office at (202) 337-3900.

Thank you,