



**Iron Horse Condominium  
Move-In/Move-Out Instructions**

1. At least one week's notice must be provided in order to book an elevator for a move-in or move-out.
2. A moving deposit of \$50.00 is required to obtain the code to the lockbox containing the key to the elevator.
3. A separate, non-refundable payment of \$50.00 is also required for supervision of the move by the superintendent of the property.
4. The moving deposit and non-refundable payment must be paid to Longley Condominium Services Ltd. at least five days prior to the move date.
5. The elevator key must be returned to the superintendent on completion of the move.
6. Moving deposits are returned following confirmation that the elevator key has been returned.
7. A fine of \$250.00 will be imposed on all move-ins and move-outs which are not booked with the management company.