



FIRE STREET LOFTS 220 W. JACKSON AVENUE KNOXVILLE, TENNESSEE 37902

MOVING PROCEDURES

****MOVING TIME IS BETWEEN 8:00AM - 4:00PM.****

- **Elevator measurements:** 8'7"L x 5'7"W x 6'11"H and has a 4' wide door.
- **Unit entry door measurements** 2'10" w x 7'11" H.

Move-In Only Procedures

- Provide new owner email address and phone number to HOA Management.
- If the resident moving in is a tenant, a lease must be obtained by the unit's owner and provided to property management.
- Review Welcome Packet with the Moving Coordinator and sign the Welcome Packet receipt.
- Purchase door security fobs if none were provided at closing by the previous owner.
- Purchase a gate remote if none were provided at time of closing.

Prior to Moving In/Out Day

- Provide 3 business day's notice to Moving Coordinator (or HOA Management) of the date the elevator key is needed.

Moving In/Out Day

- Meet with Moving Coordinator (or HOA Management) to obtain elevator key. Driver's license will be held until the key is returned.

MOVING TRUCK PROCEDURES

1. PLEASE Do not block parking spaces without permission. You not only risk being ticketed or towed at your expense, but you also risk becoming the quickest neighbor people don't like!
2. No trucks over two axels are allowed in the Fire Street parking lot.

Updated 11/2023