



The Towers **Moving Guidelines**

Anyone moving in or out of The Towers must first be cleared through Laguna Woods Village Security and The Towers Reception Desk. Community Access, ((949) 268-2337) will ensure that your moving equipment is cleared through gate 9 or 10. In addition, you will not be given access to move in or out of The Towers until you make an appointment with The Towers Receptionist and receive a confirmation number. Please call ahead to schedule your move date at (949) 434-5624.

Please have the following information ready when making an appointment:

Your move date:	
Owner(s) name(s):	
Unit number:	
Your best contact number:	
The name of the moving company:	
Moving company's telephone number:	
Approximate time of arrival on move day:	

To ensure a speedy and easy process for your move please be aware of these guidelines:

- Only one move per day is scheduled in each Tower
- No scheduled moves on Saturdays, Sundays, or Holidays
- No oversize trucks-18 Wheelers
- Moves begin at 8 a.m. and must be completed by 4:00 p.m.
- Elevators will be padded by Towers staff
- Seven (7) foot height limit in elevator
- Keep halls clear from moving items
- **Do not** dispose of any unwanted items or boxes in chutes or dumpsters

If you encounter any changes in your moving plans, please call the Reception Desk at (949) 434-5624 as soon as possible, between the hours of 7:00 a.m. to 4:00 p.m.