

# THE COUNCIL OF THE DEVON

The Devon Condominium  
2401 Pennsylvania Avenue, #106  
Wilmington, Delaware 19806  
Phone: (302) 658-5366  
Fax: (302) 658-5647

---

---

October 2019 (revised)

To: Devon Owners and Residents

From: Devon Office

Re: **DEVON MOVE-IN/MOVE-OUT RULES**

---

The Council of The Devon asks all residents and owners to exercise care and caution in our hallways to protect your investment and help maintain their appearance.

Toward this end, The Council established a formal policy to better monitor residents moving in and out of the building. This policy requires that a Devon employee observe all moves and make note of any damage that occurs. The cost of the employee and any observed damage will be paid by the moving party.

The following rules apply to all moves:

- **All moves must be scheduled in advance with the Devon Office; date and times must be specified.**
- **Moves must be scheduled to start or arrive between 8:00 am and 1:00 pm, Monday through Saturday; and, must be completed by 6:00pm.**
- One Devon employee will be in attendance at a charge of \$15 per hour from the specified time and until the move is completed.
- The employee charge will be billed to the unit owner or tenant.
- Any damage will be discussed at the time of the move with the moving party; a cost determination will subsequently be made.
- Any damages will be billed to the unit owner or tenant (please see Policy on Damage to the Building).
- The Devon employee is there to observe, not to assist with the move.
- **Any move that occurs in violation of these rules and without proper notification to the Devon office will result in a \$100.00 non-refundable assessment against the Unit Owner.**

This rule has been adopted in consideration of your neighbors, building safety, and to help protect your investment. Your compliance will be greatly appreciated.