

Moving Instructions for Courtyard at Heritage Green

revised 4/22/2026

There is a \$50 fee to move in or out of Courtyard at Heritage Green. PropertyWorx will process paperwork to register or remove you as a resident. Our site personnel will inspect the elevator and common areas before and after the move has occurred. Each move requires that we install and remove protective blankets in the elevator.

When moving in, you must fill out a Resident Information Sheet prior to your move.

When moving out, you must provide a forwarding address and telephone number 30 days prior to vacating.

Prior to moving, you must notify the managing agent (PropertyWorx) of the dates and times you expect to be moving your furniture and possessions so that other residents can be notified.

You must not leave the entry doors open during your move. This is a secure building, entry must be, and is, monitored.

Please be certain that you or your movers do not cause any damage to the building. We should also know who your moving company is, if you have one. Please be very careful not to damage the building entry doors, walls, light fixtures, unit entry doors, etc.

Truck access to the building is permitted only at the main entrance; which is just outside and to the left of the parking entry on the lower level. NO moving trucks are allowed inside the parking garage. All items must be hand loaded into or out of the building. If you have special requirements or needs, they must be coordinated with the managing agent.

It is your responsibility to remove any packaging or trash generated from your move from the site. USA Waste will not pick up bulk items without prior arrangement and a credit card from you. Their number is 203-596-8913.

Please send all forms and correspondence to:

Courtyard at Heritage Green
c/o PropertyWorx, LLC
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