



special delivery PARCEL ROOM INFORMATION

Parcel Room Location

The parcel rooms are located next to the fitness center and across from the theater room. They are separated by building number. Please see the signage on the doors to know which parcel room your package is located in.

Access Code

To unlock the door, enter the code 0415 on the touchpad. Want an easy way to remember the code? It's the office street number backwards! If you need assistance with the parcel room entry code, please contact the management team during office hours.

Best Practices

When you are expecting a package, please watch for notifications from your delivery provider. Packages should be picked up within 24 hours of arrival to prevent overcrowding and disorganization in the parcel room.

Missing Packages

If you ever have trouble locating a package, please contact your delivery service directly and report the issue. Delivery service providers include USPS, FedEx, UPS, and others. You can discover which delivery provider that is handling your package by referring to the confirmation message or tracking number. Some smaller packages are sometimes delivered directly to your mailbox. Please check there too.

Questions or concerns?

Contact the Graystone Heights management team during business hours by:

Phone - (605) 782-9500

Email - Leasing@GraystoneHeights.com

In-Person - 9-5 Monday through Friday

Updated on 7/13/20

To request the most recent version, please contact the office.