

7. **ALL MOVE IN/OUT OR LARGE DELIVERIES** must be **booked with the Property Manager A MINIMUM six (6) BUSINESS days in advance** of a move so the elevator can be reserved and moving pads can be installed. The minimum of 6 BUSINESS DAYS must be adhered to due to an accommodation request. ***The Corporation has the right to refuse any reservation request for any reason.***
8. The elevator may be put on service for loading, lifting, and unloading, but may be placed back in use between loads so other building occupants may have use of it. Please ensure you are respectful and kind to your fellow residents and allow them access if needed.
9. Residents of the main floor may not move items in or out through their patio doors.
10. Prior to moving in or out, the Property Manager/Off Site Super or their Agents at a scheduled time will inspect the moving route, note any prior damages to the common elements, and shall make note of such damages.
11. Any damages caused during a move-in or move-out by the unit owner, tenant, or their agent (movers/real estate agents/friends etc), will be charged to the unit owner and shall be repaired by arrangement and at the direction of the Corporation (the Board or Property Manager), at the cost and expense of such owner.
12. Heavy furniture and other objects may **not be placed on the landscaping** as to cause damage during the move.
13. Doors are to remain closed. Propping open, jamming or allowing the entry doors to remain open and unsupervised for a lengthy period of time compromises security and is not permitted. Any costs associated for any loss to the Corporation as a result of negligence in this manner will be invoiced to the unit owner.
14. Appropriate moving equipment shall be used so **as to prevent damage** to common elements.
15. Unit owners or their agent(s) **must remove all debris** created by the move.
16. During a move-in or move-out, boxes, furniture, and other items may not be lined up in the common areas, including the foyer, lobby, and common hallways. Failure to remove items or leave behind trash or perceived trash will be cleared by the Corporation and all costs associated invoiced to the unit owner.

Unit # _____ Signature of Owner _____

Date submitted: _____

**Signing this document confirms you have read and understand the conditions*

***Fee subject to change without notice*