**MOVE: IN OUT EXPRESS/DELIVERY**

**TOWER: C**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tower: \_\_\_\_ Suite: \_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **BOOKING INFORMATION** | |
| Booking Taken By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Move: 9:00am to 12:00pm  1:00pm to 4:00pm  Moving Elevator: Owner Tenant  ***NOTE*:** All move In required a non-refundable $200 Move-in fee payable at least 48 hours before the move in date.  **All fees & deposits payable to *BCS 3437***    **Resident’s Name / Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **SPECIAL NOTES:** |

**Move-In / Move-Out Conditions**

1. A Non-refundable **$200 Move-in** **fee** must be paid before the move in date.
2. All new resident needs to provide a completed form K
3. A Pre and Post inspection are required of any areas where a move takes place. Any damage resulting from the move will be assessed and charged to the individual Strata Lot Owner in addition to the move-in fee.
4. All move-in and out shall be through designated areas only.
5. during the move:
6. The elevator will not be locked off for the duration of the move in/out.
7. Movers will first place items in the lobby.
8. Then the elevator will be locked off to load items into elevator.
9. Items will be off loaded from the elevator directly to the hallways on the particular floor.
10. The elevator will then be unlocked.
11. Movers will then move items into the particular unit.
12. Movers will then go back down to the lobby and lock off the elevator again to load items into the elevator.
13. Be careful not to hit sprinkler heads in the ceiling when moving items.
14. Ensure all packing is completed prior to starting the move, so you can take full advantage of your

time slot.

1. Do not lean any furniture against common area walls.
2. Do not leave discarded items in the lobby or common areas, fines may apply.
3. Do not pack boxes in the hallways.
4. Doors should not be left propped open or left unattended at any time during the move.

I hereby acknowledge and comply with the rules and regulations set out in the Move-In / Move-Out Form;

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Resident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_