

MOVE POLICY & PROCEDURES

The purpose of this policy and these procedures is to facilitate moving in and out of the building while protecting the common property and minimizing any disruption and inconvenience to other residents.

1. All moves must be booked and scheduled through the Concierge during normal business hours, with a minimum of five (5) business days' notice.
2. All moves must be completed within a maximum four (4) hour time frame between the hours of 9:00 a.m. and 8:00 p.m., Monday to Friday and 9:00 a.m. and 1:00 p.m., Saturday and Sunday, excluding statutory holidays. Any moves exceeding the four (4) hour time frame will be subject to an additional fee of \$30 per hour.
3. Two separate cheques, each made payable to **Park Point Condominium** must be provided to Concierge at the time of scheduling the move:
 - One cheque in the amount of \$200 for a non-refundable move fee; and
 - One cheque in the amount of \$500 for a refundable damage deposit.

The move fee of \$200 covers the cost of supervision during the move. The \$500 is a deposit against any damage to the common property that may occur as a result of the move in or move out. To ensure full return of your deposit, the moving party (or Unit Owner) must conduct a walkthrough with the Concierge of common areas including the garbage room, both before and after the move.

4. At the time of booking, the Concierge must be notified of the moving company they are using. The Corporation strongly recommends using reputable movers carrying WCB and Liability Insurance.
5. All personnel involved with the move will be required to sign in and out at the Concierge desk.
6. Moves through the front main lobby are strictly prohibited at all times.
7. Only the freight elevator may be utilized for moves. The elevator padding must be in place to prevent damage to the interior of the elevator.
8. All floor and wall areas are to be reasonably protected along the entire moving path with carpet runners or similar protection materials from the building entry to the unit.
9. All waste must be taken off-site by the Unit Owner/moving party or moving company. Only recyclable cardboard may be placed in the appropriate bin in the garbage room

PARK POINT

CONDOMINIUM CORPORATION NO. 1811544

and must be broken down. Any debris left in the garbage room may be subject to a removal charge.

10. Unit Owners and/or the moving party must also ensure that the common property is left in a neat and tidy condition after a move. In the event that proper cleaning arrangements are not made, the Corporation will undertake the necessary clean-up and charge all costs back to the Unit Owner.
11. Once the move is completed, an inspection of the common property will be conducted and any damages to the common property arising from the move will be recorded and the appropriate amounts deducted from the deposit. If no damage occurred then the full \$500 will be refunded to the Unit Owner or moving party, as applicable.
12. The Corporation reserves the right to charge the Unit Owner for all damages noted in the post-inspection review that exceeds the \$500 damage deposit. This applies to both rental and owner occupancy moves, and these charges will be posted in the Unit Owner's account as soon as estimated repair costs can be determined.

In either a rental or owner occupancy situation, the Unit Owner will be assessed a monetary sanction in the amount of \$500 in the event that this move in and out procedure is not followed.

FOR THE BENEFIT OF ALL OWNERS/RESIDENTS, ALL RULES, REGULATIONS
AND POLICIES WILL BE STRICTLY ENFORCED.

MANAGED BY



PARK POINT

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MOVE IN | MOVE OUT APPLICATION

<u>Unit Number:</u>	
<u>Owner's Name:</u>	<u>Owner's Contact:</u>
<u>Date of Move:</u>	<u>Time Frame of Move:</u>
<u>Tenant's Name (if applicable):</u>	<u>Tenant's Contact (if applicable):</u>
<u>Moving Company (if applicable)</u>	

AGREEMENT

The Owner agrees to indemnify and save harmless the Condominium Corporation from any claims, losses, damages, expenses or any costs whatsoever including but not limited to those resulting in bodily injuries including death, and/or damages to property of third parties, owners/residents, the Condominium Corporation, its directors, officer, employees and agents, resulting from failure by owner to observe or perform any of the terms, covenants and conditions contained in this Move Policy and Procedure.

I certify I am the **Owner** of the above unit and have read and understand this Move Policy and Procedure, and I agree to assume full responsibility as outlined herein.

In the event of rental situation, the Unit Owner assumes responsibility for their tenant's move

Date (MM/DD/YYYY)

Owner's Signature

MANAGED BY

