

STRATA PLAN BCS 2103**Yaletown Park 1 and 2****Elevator - Move-in/Out & Delivery Booking**Please **CIRCLE** the appropriate description: Delivery: Small delivery (2-4 items) Move in Out

Suite # _____ Tower _____ Name: _____

Telephone # for confirmation of booking: _____

Elevator Bookings are available Monday to Sunday between 9am – 5pm. **No moves or deliveries to start later than 1pm and must be finished by 5:00 pm.**

Date required: _____ Time required: _____

Move Out: Please remove my Interphone access: Date: _____**Move In/Move Out & Delivery Procedures & Rules**

- A \$200 refundable **CASH** or **CHEQUE** deposit is required in advance of any moves or deliveries.
- A \$150 **move in fee** is required to be paid in advance for all Move-ins (if elevator, hallway or stairwell access is required)
- A completed Form K (for tenants only) and an Emergency Information Form must be provided before commence of move-in (no exceptions will be made)
- An Owner must conform and ensure that all tenants conform to the move in/out and delivery rules established by Council from time to time (Bylaw 42)
- A resident **must provide** a **minimum of 48hrs notice** to the Concierge (604-683-5484) before the moving / delivery date
- A resident using the elevator during a move or delivery must ensure that the Elevator doors are not jammed open in any manner
- A resident must ensure that the entrance doors to Tower 1 and Tower 2, including P1 gate are not left open, ajar or unattended during a move or delivery and that furniture is not left piled in the lobby area, leaning against walls or blocking any access to doors or elevators. **No moves or deliveries are allowed through the front lobby of tower 1**
- Any move ins or move outs and/or deliveries outside of the above-noted times or outside of the pre-scheduled move and/or delivery will be assessed a charge of \$30/hour + applicable taxes for a minimum of 4 hours, which amount will be charged back to the Owner's Strata Lot Account.
- Any resident contravening the Move in and/or out, & Delivery Rules & Procedures shall be subject to a fine of up to \$200.

Date: _____ _____
(Signature)

Your booking will be confirmed by telephone. If you need to change your booking, please contact the Concierge (604 683 5484) to allow others to be able to book the elevator time for pending move in/outs and/or deliveries.

*Thank you!***OFFICE USE ONLY**Date booking request received: _____
Hallway Check _____ Date _____ Time ____ Damage to walls/elevator Before Y NLocation _____
Hallway Check _____ Date _____ Time ____ Damage to walls/elevator After Y N

Carpets vacuumed Y N Ceiling Damage Y N

Extra charge Y N Amount \$ _____ Paid Y N Receipt # _____

Please note on back or separate page details as appropriate