



POLICY TYPE: COMMUNITY STANDARDS

POLICY TITLE: MOVE IN/OUT POLICY

POLICY No : CS – 10

DATE APPROVED : Nov 2014

The following is the agreement/policy for Move Ins/Outs

Between

The Peaks of Eagle Ridge

and

Applicant: _____ Suite #: _____

Date: _____

In order to provide an orderly transition to ensure that owners and occupants move in and move out from The Peaks in an orderly manner and to keep from disturbing the existing residents to a minimum, The Board of Directors of The Peaks has instituted the following policy to which all occupants must comply with.

- It is the Owner's and/or the Occupant's responsibility to notify and make all their parties and representatives aware (including Realtors) of this policy.
- Bookings must be made a minimum of 24 hours in advance – the further in advance the better
- Service key must be used during all move ins/outs – do not hold the elevator door open with your hand
- Protective elevator mats must be hung in elevators prior to starting
- Only one elevator at a time can be used
- Elevator, lobbies, and general area used by movers must be cleared of any moving materials and debris
- Do not wedge anything in the door frame to hold open, use a proper door stop
- Moving hours are:
 - 7:30 a.m. - 7:30 p.m. Monday thru Friday
 - 8:30 a.m. - 8:30 p.m. on weekends

The applicant or its' movers agree to indemnify and save harmless the agents and employees from any liability, damages, suits or actions which may result from the use or misuse of the elevators or facilities.

Cancellation Policy: Must be given to Building Manager 24hrs prior to scheduled move in/out date.

SECURITY OF PREMISES:

FOR SECURITY PURPOSES, IF YOU LEAVE THE FRONT DOOS OPEN THERE MUST BE SOMEONE ATTENDING THE DOOR AT ALL TIMES.

Deposits:

\$400.00 damage deposit – payable to The Peaks by a personal cheque only at time of booking. This will be refunded if no damages/theft occur and the applicant complies with the Rules agreed to.

\$100.00 cleaning deposit – make payable to The Peaks at time of booking.

All above deposits are due at time of booking.

Pre-area inspection: Everything is satisfactory: yes () no ()

Post-area inspection: Everything is satisfactory yes () no ()

Management Signature: _____ Date: _____

Signature of Applicant: _____ Date: _____

If area inspection is NOT satisfactory – particulars listed below:

Management Signature: _____ Date: _____

Signature of Applicant: _____ Date: _____