



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

Between

**The Peaks of Eagle Ridge**

and

**Applicant:** \_\_\_\_\_ **Suite #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

In order 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 by staff to accommodate the move during all move ins/outs – do not hold the elevator door open with your hand as this creates timing issues with the sensors.
- 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
- All cardboard must be disposed of at an off-site recycling facility, as **NO CARDBOARD ALLOWED IN THE GARBAGE BINS or GARBAGE ROOM**
- All large garbage items must be taken to the Municipal dump. We have cameras at both garbage rooms as well as fob access and you will be fined \$200.00 for disposing off large items.
- Moving hours are:
  - 7:30 a.m. - 7:30 p.m. Monday thru Friday
  - 8:30 a.m. - 8:30 p.m. on weekends
- ***Failure to book your move with the office will result in an automatic \$500.00 fine to the Suite Owner***

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 DOOR OPEN THERE MUST BE SOMEONE ATTENDING THE DOOR AT ALL TIMES.**

**Deposits:**

**\$100.00 Non-Refundable Moving Deposit is required**

The Titled Owner agrees that any damages that occur to the common areas during the move in/out will be added to the Owners' account and the Owner will be provided with a detailed list of damages.

Move Ins/Outs can only be completed and submitted by a Titled Owner.

Above deposits are due at time of booking to secure the booking date.

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

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

If area inspection is NOT satisfactory – particulars listed below:

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Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_