

PARK PLACE MOVE IN/MOVE OUT POLICY

The following policy has been passed by the board of directors on the 18th day of April, 2017 in accordance with the bylaws of Condominium Corporation 8110442

- All moves (whole or partial suites, or furniture/appliance deliveries) must be booked at least 2 business days (M-F) in advance through Ultimate Property Management.
- Moves are allowed between 8 am and 6 pm on date of booking request. Please note: during busy move dates you may be asked to limit your move to a 4-hour window to accommodate other moves happening same day.
- All moves are to be done through the west entrance **only**.
- For ALL moves, it is the unit owner's responsibility to perform visual inspections of common area (inside & out) before and after move. Failure to provide documented inspections could result in repairs being charged back to the unit owner for any damages not previously recorded.
- Any damage resulting from a move is the sole responsibility of the unit owner, including damage by a moving company.
- Lobby security must be maintained during a move. If nobody is present to watch the lobby, ensure all exterior doors are closed while unattended.
- No boxes, packing material or other materials from deliveries are to be placed into the condo's garbage bin. Cardboard boxes must be collapsed and put into recycle bins.
- Furniture and other debris left over from a move may not be placed in the garbage and should be hauled away to the dump. It is the unit owner's responsibility to ensure this is followed whether tenants are moving in or out.
- Any moves or deliveries per above occurring without prior board notice are NOT permitted, and any violation of same could be subject to monetary sanctions by the board.

By signing this form, the unit owner/tenant agrees to the above conditions and acknowledges that a fine of \$200 can be levied at the discretion of the board to the unit owner for failing to follow any or part of these conditions.

Unit #: _____ Reservation date & time: _____

Move day contact phone # (with area code): _____

Print Owner Name Signature Date

Is this a rental tenant move? Yes ___ No ___

Print Tenant Name Signature Date

Park Place Board of Directors per Judy Walker – Ultimate property Management 403-287-3056

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