

RIVIERA
MOVE-IN or MOVE-OUT - ELEVATOR BOOKING

Date: _____

Name: _____ Phone: _____

Suite # _____ Building: A ___ B ___ C ___

Move-in date: _____ 202__

Move-out date: _____ 202__

Time Requested:

8:00 a.m. to 12:30 _____

12:30 – 5:00 p.m. _____

Times can be adjusted if there is no other booking that day.

Move fee is \$200.00 (covers both move-in and move-out)

Please make cheque payable to “**Owners of Strata NWS3385**”

**NOTE: In order to reserve a time, the cheque must be
dated for the day the reservation is made.**

Attach cheque to this form and put in Bulletin Board area suggestion box.

Exterior doors cannot be left propped open without an attendant.

Towers A or B, obtain a Street Occupancy Permit a week in advance from City Hall to reserve street parking. The City will ticket vehicles blocking the sidewalk.

Moving trucks: Tower C - Truck **must** fit in the yellow outlined area of the parking lot, if not, seek a Street Occupancy Permit from the City.

Cheque Date is Valid	
Cheque Notated and Filed	
Reservation Entered in the Log	
Form Filed in the File Folder	