

RIVIERA

ELEVATOR BOOKING

MOVE-IN or MOVE-OUT or LARGE DELIVERIES

Date: _____

Name: _____ Phone: _____

Suite # _____ Building: A _____ B _____ C _____

Move-in date: _____ 202__

Move-out date: _____ 202__

Delivery date: _____ 202__

Time Requested:

8:00 a.m. to 12:30 _____ 12:30 – 5:00 p.m. _____

At least 48 hours' notice is required

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

To reserve a time, the cheque must be dated for the day the reservation is made.

Fees:

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

Large Delivery Reservation Fee is \$100

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

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

Please Note:

- Exterior doors must not 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.
- Tower C Moving trucks: - Truck must fit in the yellow outlined area of the parking lot, if not, seek a Street Occupancy Permit from the City.
- **DO NOT** hold elevator doors open (a costly elevator outage could occur). Use the elevator open/close buttons.*
- Only the one elevator scheduled for use during the move will be used.

* **Bylaw 36 (4)** If the common property is damaged as a result of a large delivery or a move , the strata corporation may do what is reasonably necessary to repair such damage and may require the owner or tenant to pay the reasonable costs of remedying this bylaw contravention, including payment of reasonable legal costs as between a solicitor and his own client basis.