

MOVE-IN/MOVE-OUT /DELIVERY RULE.**Effective December 1st, 2011.**

In accordance with the Bylaws of Condominium Corporation No. 0513297 the Board of Directors has passed the following rule:

The Move In/Out and Delivery Forms can be found on line at: www.3111varsity.ca under Bylaws/ Rules/Forms tab:

- There is a ***\$200.00 non-refundable fee*** charged to all owners (or owners with furnished suites) for moving in or out of the building, to be paid in advance to the Condominium Corporation or Property Management Company. This fee represents ***\$100.00*** to move-in and ***\$100.00*** to move-out. The fee is to offset security costs, as well as wear and tear on the common areas of the building i.e. floors, walls, doors, elevators etc.
- All moves and deliveries must be carried out using only the **padded** elevator, loading corridor and loading dock located on the northeast corner of the building.
- The doors of the loading dock **must not** be left open or unattended at any time.
- The lobby areas, all corridors must be kept clear of moving equipment, furniture and boxes at all times as this will contravene the buildings handicap and fire regulations.
- All moves and deliveries can be booked 7 days a week, and must occur between the hours of **9 am and 5 pm, excluding** statutory holidays.
- All moves and deliveries must be **scheduled and supervised** (first come, first served) with the Condominium Corporation and Property Management Company, **7 working days** in advance of the move in, move out or delivery so security personnel can be arranged.

On move or delivery day the following arrangements will be made:

- Security personnel will install elevator pads and do a pre-move inspection of the moving or delivery area and supervise your move or delivery.
- Security personnel will lock off and operate **padded** elevator for all units above first floor.
- Security personnel will do a post-move inspection (to identify any significant damages to the common areas, any damage done will be charged, back to the unit owners).
- The **padded** elevator can only be booked for **3 hours** for moves and **1.5 hours** for deliveries, any longer and there will be an extra service charge of **\$25.00** per hour to the unit owner.

Unsupervised or Unscheduled moves or deliveries are **not permitted** and owners are asked to advise the Condominium Board of Directors with the unit number moving. The owner of the unit will be subject to fines under the bylaws.