

**MOVE IN / MOVE OUT FORM.**

The following information must be provided:

E-mail to [reception@renaissancemanagement.ca](mailto:reception@renaissancemanagement.ca) and [condo.varsity@gmail.com](mailto:condo.varsity@gmail.com)**OWNER / TENANT CONTACT INFORMATION.**OWNER / TENANT: \_\_\_\_\_ UNIT No: \_\_\_\_\_  
(Circle One)

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**MOVE IN / OUT INFORMATION.**DATE OF MOVE: \_\_\_\_\_ CIRCLE ONE: **Move In** **Move Out**

CONTACT PHONE#: \_\_\_\_\_ TIME OF MOVE: \_\_\_\_\_

Applicant's e-mail address: \_\_\_\_\_  
(Your Move conformation e-mail will be sent to this address.)

**Definition of Move-In/Move Out:** is any time there is a change in unit tenancy, even within the same building, and the movement of personal belongings or property. This is applicable if one person moves and another remains behind. While no legal change may occur in the record, the physical act of moving in or out has occurred, thereby increasing the risk of moving damages to the building common areas.

**Moving Rules/Procedures:**

1. There is a **\$200.00 non-refundable fee** charged to all owners (or owners with furnished suites) moving in or out of the building, this fee represents **\$100.00** to move-in and **\$100.00** to move-out, to be paid in advance to the Property Management Company or Condominium Corporation. Please make cheques payable to: **3111 Varsity Condo Corp.**
2. All moves must be **scheduled and supervised** (first come, first served) through the Property Management Company and Condominium Board, any and all moves **unscheduled & unsupervised** or conducted through the **front lobby doors or exit stairwells** is not allowed and a fine will be levied against the unit owner for each infraction.
3. All moves must be carried out only through the padded elevator (2<sup>nd</sup> – 4<sup>th</sup> floor inclusive), loading corridor and loading dock on northeast corner of building. 1<sup>st</sup> floor units are not allowed to move through patio doors.
4. The doors on the loading dock **must not** be left open or unattended at any time.
5. The lobby and corridors must be kept clear of moving equipment, furniture and boxes at all times.
6. No furniture, boxes or moving materials are to be leaned against any walls or corridors while moving.
7. Owners shall notify Condominium Corporation and Property Management Company **7 working days** in advance of move date, so security can be arranged for the supervision of their move.
8. **Owners** will be held responsible for, and are liable for the costs of, any damage caused during the moving process to any common area (interior and exterior) or to any other unit owner's personal property. All damages recorded will be repaired by the Corporation and invoiced to the unit owner
9. Hours for moves are 7 days per week, **9am to 5pm**, excluding statutory holidays.
10. Moves can only be conducted for **3 hours** at a time; any longer and there will be an extra service charge of **\$25.00** per hour to the unit owner.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE 3111 VARSITY CORPORATION MOVE RULES AND PROCEDURES.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_