

DELIVERY FORM.

The following information must be provided:

E-mail to 3111bldg.mngr@gmail.com and condo.varsity@gmail.com**OWNER / TENANT CONTACT INFORMATION**OWNER / TENANT: _____ UNIT No: _____
(Circle One)

ADDRESS: _____ CITY: _____

PROVINCE: _____ POSTAL CODE: _____

PHONE NO: _____ E-MAIL: _____

DELIVERY INFORMATION

DATE OF DELIVERY: _____

CONTACT PHONE#: _____ TIME OF DELIVERY: _____

Applicant's e-mail address: _____
(Your Delivery conformation e-mail will be sent to this address.)**Definition of Delivery:** the conveyance by a company or individual of no more than three pieces of large furniture or large appliances requiring a dolly or two hands to carry.**Delivery Rules/Procedures:**

1. There is a **\$35.00 non-refundable fee** to be paid in advance of a delivery to the Property Management Company or Condominium Corporation. Please make all cheques payable to: **3111 Varsity Condo Corp.**
2. All deliveries must be **scheduled and supervised** (first come, first served) through the Property Management Company and Condominium Board, any and all deliveries **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 deliveries must be carried out only through the padded elevator, loading corridor and loading dock on northeast corner of building.
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 the Condominium Corporation and Property Management Company **7 working days** in advance of the delivery date, so security can be arranged for the supervision of their delivery.
8. **Owners** will be held responsible for, and are liable for the costs of, any damage caused during the delivery 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 deliveries are 7 days per week, **9am to 5pm**, excluding statutory holidays.
10. Deliveries can only be conducted for **1.5 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 VARSITY CORPORATION DELIVERY RULES AND PROCEDURES.

SIGNATURE: _____ DATE: _____