

Larlyn Property Management  
2-1700 Varsity Estates Drive NW  
Calgary, AB. T3B 2W9  
Tel: 403-693-0022  
Email: [calgary@larlyn.com](mailto:calgary@larlyn.com)

## 51 OAK MOVE-IN/OUT REQUEST POLICY

Please note that the following procedures apply to both Tenants, and Owners. However, **the Unit Owner is responsible for providing all information on behalf of their Tenants where required;** and to ensure that all applicable information is provided to the best of his or her ability:

- To allow sufficient time to confirm the booking and schedule the security guard: the **attached move-in/out document is to be submitted not less than Ten (10) business days prior to the requested move-date.**
- Only moves that have been authorized may proceed. Authorization will be provided from Larlyn Property Management Ltd. via responding E-Mail. In the event the move is not authorized it will be considered unscheduled.
- **It is the Unit Owners responsibility to schedule all moves**, requests made by other parties may not be accepted.
- **A \$100 fee will be charged for all move requests for the 3 hour period. Additional time required beyond the 3 hour window will incur additional charges.** This fee covers the cost of hiring a security guard to oversee the move. The guard will ensure the property is secure and record any damages or any events that occur. This fee is non-refundable.
- All damages to the common area will be repaired, and all costs incurred to repair those damages will be charged to the account of the Unit Owner. We strongly suggest you review the common areas you will be using prior to your move, and take date and timestamped images of any pre-existing damages.
- **Unscheduled moves will be subject to a monetary sanction as well as a \$400 administration fee.**

We appreciate the cooperation and understanding of all residents.

Sincerely,

Your Board of Directors.

## MOVE IN/MOVE OUT REQUEST FORM

Name of Condominium: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

All notices and move-in/out requests must be received at-least ten (10) business days prior to your requested date or they will not be authorized. Unscheduled moves will be subject to a monetary sanction as well as a \$100 administration fee in accordance with the Condominium Property Act.

Please complete the following information and, once completed, please submit to [calgary@larlyn.com](mailto:calgary@larlyn.com) for processing.

### **I AM MOVING:**

\_\_\_ IN     \_\_\_ OUT     \_\_\_ FURNITURE/LARGE ITEMS

DATE OF MOVE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM) (DD) (YYYY)

### **REQUESTED TIME OF MOVE** (Please check only one):

\_\_\_\_\_ 9:00 AM TO 12:00 PM

\_\_\_\_\_ 1:00 PM TO 4:00 PM

### **TENANT CONTACT DETAILS** (If Applicable):

Tenant #1 Contact: Phone: \_\_\_\_\_

(Please Print)

Email: \_\_\_\_\_

Tenant #2 Contact: Phone: \_\_\_\_\_

(Please Print)

Email: \_\_\_\_\_