

PARK PLACE MEADOWS CONDOMINIUM CORPORATION NO. 062 1415

Move In/Out Booking Terms and Request Form

www.ppmcondos.ca

meadowsbookings@hotmail.com

Steps:

- ☐ Read Move In/Out terms and conditions.
- ☐ Complete and sign this form (3 page), and submit an application to meadowsbookings@hotmail.com at least 48 hours before the Move.
- ☐ Provide the \$50.00 moving fee (DUE IN CASH) and \$300.00 damage deposit (CHEQUE - Payable to the "Park Place Meadows" or Condo Corp #062 1415) 48 hours in advance via the envelope slot in the Manager's Room. Located on the second floor beside the two elevators, ensure to put the suite number on the envelope.

This agreement outlines the NON-NEGOTIABLE terms and conditions governing Move Ins / Move Outs of PARK PLACE MEADOWS.

1. MOVES SHALL ONLY BE SCHEDULED IN 3-HOUR BLOCKS MONDAY THROUGH SATURDAY IN THREE-HOUR BLOCKS BETWEEN 9:00 AM TO 12:00 PM AND 12:00 PM TO 3 PM.
2. SUNDAY MOVES ARE NOT ALLOWED AS PER CONDOMINIUM BYLAWS.
3. OWNERS OF RENTAL UNITS ARE RESPONSIBLE FOR ENSURING THEIR TENANTS AGREE TO AND FOLLOW THIS POLICY.
4. A MOVE FOR THIS POLICY IS WHEN MOVING IS DONE TO MOVE A PERSON OR PERSONS INTO OR OUT OF A SUITE.
5. NO STAIRWELLS OR BALCONIES WILL BE USED FOR MOVING LARGE ITEMS.
6. Neither the Condo Corporation nor Converge are responsible for any damages to or loss of personal items incurred at any time, this includes during the move-in/move-out process.
7. Move-ins/move-outs must be pre-booked by emailing meadowsbookings@hotmail.com at least 48 hours before the Move. Note that move-ins/outs will be booked on a first-come-first-serve basis; therefore, the booking time is at the discretion of the Monitor. For the comfort of our disabled residents, we need to always keep one elevator at the main entrance operational. Therefore, only one Move can be scheduled at a time; your move time is only confirmed once it is agreed upon with the Monitor.

8. DAMAGE DEPOSIT - A \$300.00 (by cheque payable to Park Place Meadows) damage deposit must accompany this request. After completing a post-move inspection and finding no damage, the assigned Monitor will return the deposit. If damage is found, the Monitor will forward the deposit to Converge for processing; if the damage is more than this amount, the balance will be charged to the unit owner.
9. MONITOR FEE - A \$50 (cash only) monitor fee must be paid to the Monitor 48 hours in advance. The Monitor will do a walk-through with the owner/tenant/mover to identify the route and determine the condition of the Common Property before the start of the Move. At the discretion of the Monitor, a move longer than 3 hours will be charged at \$25.00 per hour due in advance of an overage of 3 hours.
10. SANCTIONS - non-adherence to the above policy and bylaws can result in a monetary fine(s) according to Schedule "B" for violators. All Owners/Tenants are advised to review the Condominium Bylaws.
11. Non-compliance to this policy and Condominium Bylaw is subject to a fine of \$500.00 and routine collection procedures established by the Corporation.
12. ELEVATOR DOORS - Manually holding open the elevator doors may cause the elevator to lock out and require a call from a service technician. This is deemed damage, and the owner will be charged for this service. The moving elevator must be locked off for moving by the Monitor.

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Requested Date & Time of Move	
Name of Mover (Owner/Tenant)	
Unit	
Name of Owner (if not mover)	
Phone Number of Mover	
Email of Mover	

REQUIREMENT	MONITOR INITIAL	MOVER INITIAL	DATE & TIME
\$50.00 for 3 hr Monitor (Move Facilitator) Fee (Non-refundable cash payment)			
\$25.00/hr Monitor Overage Fee (If applicable, cash due at time of move)			
Receipt of \$300.00 Damage Deposit (cheque)			
Return of \$300.00 Damage Deposit returned			

Personal Information Protection Act (PIPA) Consent

To permit Converge or the building Keyholder to be able to contact you directly and facilitate your request for a move in or out, please submit the completed form. By completing this application, you give consent to Converge or the building Keyholder to process this form and contact you. You have the right to cancel your consent at any time in the future.

For questions about the collection and use of this personal information, contact the Board via Converge Condo Management, Dan Shumilin, info@convergecondo.com, 587-462-6762/11810 Kingsway NW, Edmonton, AB, T5G 0X5.

I/We _____, UNIT # _____, 3425 19 Street NW, Edmonton, AB, T6T 2B5, understand and agree to the terms of this policy and that I/we are responsible for the compliance of the tenants of the said unit.

Signed this _____ day of _____, 20 _____.

MOVER SIGNATURE: _____