



## MOVING INSTRUCTIONS

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The following instructions are designed to help residents with moves and should be brought to the attention of their moving company to reduce inconvenience to other residents:

1. An elevator cannot be put on service for moves or deliveries before 9:00 a.m. and must be released not later than 5:00 p.m. Residents cannot move on Sunday or Public Holidays.
2. The Kingsway will install protective mats in the elevators. Nothing is to be installed in the elevators until mats are in place. Make arrangements with the Concierge.
3. The owner or visitor shall arrange to be present to do an inspection of the elevator and surrounding common elements prior to beginning the move.
4. Residents and their movers must not leave furniture or other items in corridors, near elevator doors, or in the parking garage where the moving rooms are located. To prevent problems during an emergency and for convenience of other residents, movers must not move anything from the moving room or from a suite until it can be placed directly in the elevator.
5. If problems arise in the moving room or elsewhere, residents should notify the Concierge on duty.
6. City by-laws and the Rules of the Condominium do not permit smoking in the moving room, corridors or elevators, or anywhere else in condominium including garage on Condominium lands except in residential units.
7. Residents or movers must remove all empty packing cases or debris from common areas including the moving room when the move is complete.
8. Residents are responsible for any damage resulting from a move such as unreasonable wear and tear in elevators or to carpets, wall coverings, fixtures or other parts of the building. When the move is complete, residents must notify the Concierge who will in the presence of the resident complete an inspection for damage.
9. Residents must leave a \$300 deposit, payable by cheque to TSCC No. 1798 at the Management Office. The deposit is refundable provided there is no damage to the common areas during the move and provided that the move is completed within the reserved time or two hours thereafter.
10. The costs of any repairs will be deducted from the damage deposit. Repair cost in excess of \$300.00 will be charged to the residents who are moving and/or to the suite owner.
11. Booking of the Elevator is confirmed upon payment of the deposit and execution by either the Concierge or the Property Manager.
12. Residents are responsible for any repairs if a delivery person damages elevators or common areas when the elevator is on service.