



## MOVE + DELIVERY FORM

Owners or renters are required to complete this form and provide a copy to the Site office to retrieve bicycle tags.

By Email:

[office@redhauscondos.com](mailto:office@redhauscondos.com)

By Delivery:

Red Haus Club Haus  
50 Royal Oak Plaza NW, Calgary, Alberta T3G 0B3

The following policy has been passed by the Board of Directors in accordance with the Bylaws of Condominium Corporation No. 0514332 effective November 20, 2018.

**A fine of \$500.00 will be levied against the owner of the unit and charged to their condominium fee account for move ins or move outs that are unsupervised or occur without prior booking in accordance with the Fines and Sanctions Policy Item #7.**

**Also, a \$50.00/per hour charge applies on lateness or overtime, so please make sure that you are on time for your moves.**

Any item(s) being transported in OR out through the common areas of the Condominium complex, whose size, weight, or shape could/ can cause damage to any Condominium property require booking. These items include, but are not restricted to, couches, tables, chairs, appliances of any kind, and construction materials. The Condominium Board reserves the right to determine which item requires move booking or/ supervision.

When the moving elevator is locked-off during a move, the remaining free elevator may not be used to move furniture or boxes, passengers only. Emergency exit doors and/or stairwells may not be used for moving items in and out.

1. All moves must be booked at least 72 hours in advance through the Site Office by email at [office@redhauscondos.com](mailto:office@redhauscondos.com).
2. To confirm your booking please submit the moving fee of \$150.00 (cash or cheque only) along with the completed booking form to the Site Office. The moving fee must be paid in advance of the move and cheques made payable to Red Haus Condominium Corporation No. 0514332
3. All moves will be supervised by a uniformed Security Guard, who will ensure the elevators are padded and that the front entry is not left unattended.



4. Oversize Moving Trucks *longer than 26 feet are not permitted due to fire lane accessibility and limited space onsite*. All moving trucks must be parked in manner that still allows vehicles access to the fire lane in case of an emergency.
5. All moves will be scheduled for a maximum time frame of 4 hours, starting no earlier than 9:00 am and completion to be no later than 6:00 pm. Moves are permitted Monday through Sunday with the exception of any Statutory Holidays.
6. Any resultant damage caused by the move will be the responsibility of the Owner. The owner/renter is responsible for damages caused to the common property of Red Haus Condominium during a move. An owner is responsible in ensuring tenants observe the moving policy of the Corporation, currently in effect or as may be amended from time to time.

Damages can include (but is not limited to), sprinkler heads, smoke detectors, walls, doors, doorframes, carpeting, tile, light fixtures and ceilings. The costs for repairs/replacement will be charged to the owner's condominium fee account. It is then the responsibility of the owner to follow up with the moving/delivery company for reimbursement of costs to the owner to repair/ replace damaged property. Pre and Post-move inspection will be conducted for comparative purposes.

7. The Lobby may not be used for the temporary storage of furniture and/or boxes. No boxes or other items will be permitted to remain in the front entrance, hallways, stairwells or other common areas and must be removed before the completion of the move. All boxes must be flattened and removed from the premises at the completion of the move. Do not place any boxes in the garbage container. They are to be placed in the Cardboard recycling bins. A fine and/or chargeback will be levied for any furniture or garbage left behind or if cleaning of the common areas is required.
8. A move In/Move Out inspection form must be completed and verified by the Site Manager.
9. Owners renting their Units must complete the tenant information form and return it to the property manager.



## BOOKING FORM

**All bookings must be received no less than 72 business hours (3 days) prior to the requested day and time.**

Beginning/end & middle of the month bookings are popular so we recommend that you book your move or delivery as early as possible to ensure the availability of your requested day and time. Trucks longer than 26 feet not allowed.

**To proceed with your booking, please submit the \$150.00 fee (cash or cheque only) along with the completed form to the Site Office.** *This fee covers a mandatory security guard to monitor open doors and potential building damage during your move.*

A response will be emailed back before the end of the next business day.

THIS IS A: Move in:  Move out:  Delivery:

**Unit Owner's Last Name:** \_\_\_\_\_

**Unit Owner's First Name:** \_\_\_\_\_

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

**Unit #:** \_\_\_\_\_ **Building #:** \_\_\_\_\_ **Stall #:** \_\_\_\_\_

**Is this a rental tenant occupied unit? YES  NO**

If move or delivery is being performed by company, please provide company info:

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date Requested: \_\_\_\_\_

9am to noon

Noon to 3

3pm to 6 pm

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Approved by \_\_\_\_\_

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Date \_\_\_\_\_

Booking fee paid