

STRATH HAVEN CONDOMINIUM ASSOCIATION MOVES AND DELIVERIES

Welcome to the Strath Haven Condominium. We hope that your move or delivery will be easy and trouble free. Regulations concerning deliveries and moves into, out of, and within the building have been established in order to minimize inconvenience for all residents, to protect the elevators and the hallways from damage, and to reflect the staff time needed to put up and remove elevator pads and to monitor the move and check for damage.

To be sure that you are aware of these regulations, please initial each item, fill in the date of your move or delivery, and sign at the bottom of the page. Thank you.

_____ I have submitted to the Management Office the non-refundable charge of \$75 is required for all moves into, out of, or within the building.

_____ I have submitted the cash SECURITY DEPOSIT of \$300 (\$100 for other elevator deliveries) required for full moves into, out of, or within the building. The Management Office must be notified when the movers or delivery persons leave the building in order for the security deposit to be released.

_____ I understand that the service entrances and service elevators must be reserved in advance and used for moving furniture, equipment or other large items (over 4' by 3' by 1' in dimensions and/or 50 pounds in weight) into, within or out of the building.

_____ I understand that permitted hours for moves or deliveries during the week are from 8:30 a.m. to 4:30 p.m. No moves are permitted on Saturday or Sunday or a holiday. Deliveries may also be scheduled for Saturday mornings from 9:00 a.m. to 4 p.m. Any moves or deliveries conducted outside of those hours will be subject to a fee of \$50 for every hour or any portion thereof.

_____ I understand that any truck/tractor trailer with a Belly Box is NOT permitted in the lot as it cannot navigate the parking lot. Tractor trailers of any kind are not permitted. There is a 30 foot limit on the length of a truck.

_____ I understand that hallways and elevator lobbies must be kept free of all articles or obstacles and may not be used for temporary storage during a move or delivery. The luggage carts may not be used to move large articles, furniture, carpeting, appliances or other equipment.

_____ I understand that the service lobbies have security cameras in place and they are recording 24 hours/day

_____ I understand that old furniture, carpets, bedding, appliances (or their cartons) and other such items may not be placed in the condominium trash dumpsters and must be removed from the premises.

_____ I understand that in addition to the stipulations noted above, I am also responsible for following all other policies and procedures detained in the Strath Haven Rules and Regulations that I have received. I am responsible for any infractions of these rules regulations. I recognize that it is in my best interests to supervise the actions of all contractors, movers and delivery persons serving my unit, and to meet them at the service entrance when they first arrive.

On _____ I/We will be moving into _____ or out of _____ the condominium or accepting delivery of the following item or items _____ . I request that the Princeton[] or Harvard[] service elevator be padded.

Signed _____ Date _____ Unit _____

Management Office _____

Revised September 2017