Bankview Terrace
Move in-Move out Policy

The following policy has been passed by the Board of Directors in accordance with the Bylaws of the Condominium.

1. All moves must be booked at least two (2) weeks prior to the official move date through New Concept Management Inc. and **a $100.00 move in/out fee** is to be provided at the offices of New Concept Management Inc.

2. The move in/out fee is intended to cover common area wear and tear during the move.

3. All moves will be scheduled for a maximum time frame of 4 hours, starting no earlier than 9:00 a.m. and completion to be no later than 4:00 p.m. **NO MOVES ARE PERMITTED ON STATUTORY HOLIDAYS.**

4. All move outs are required to supply a forwarding address.

5. An owner shall be deemed responsible to observe/have his tenants observe the moving policy of the Corporation, currently in effect or as may be amended from time to time.

6. The owner/renter is responsible for damages caused to the common property of the Condominium during a move. This includes but is not limited to, sprinkler heads and related liabilities, smoke detectors, walls, doors, doorframes, carpeting, 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/renter to follow up with the moving/delivery company for reimbursement of costs to the renter/owner to repair/replace-damaged property.

7. The lobby area may not be used for the temporary storage of furniture and/or boxes at any time. 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.

8. All boxes must be flattened and placed into or directly behind the recycling bins in a neat fashion in the parking garage.**DO NOT PLACE ANY BOXES IN THE GARBAGE CONTAINER.**

9. Items such as old furniture must not be left on the premises, or placed in, on or near the garbage bin. They need to be removed at the owner/resident's expense. If the Corporation has to hire a contractor to remove them from the premises, the costs will be charged back to the owner's condominium fee account

By printing my name and adding my initials, I the owner agree to the terms and conditions above in allowing the office of New Concept Management Inc. to debit my account.

PRINT NAME: _____ **INITIALS:** _____ **Unit number:** _____

Move in/out date: _____ Time Frame: _____

PLEASE DO NOT WRITE IN THIS SECTION – OFFICE USE ONLY!

Move in/out fee received/debited from account: _____

Entered ☐ Posted to account ☐

SECURITY ISSUE FOR THE ENTIRE BUILDING. IF THE MAIN DOORS ARE LEFT OPEN OR UNATTENDED, A FINE OF $300.00 WILL BE IMMEDIATELY CHARGED TO THE OWNER OF THE UNIT WITHOUT NOTICE.