

MOVING RULES

1. Where possible, the Owner/ Tenant should give thirty (30) days notice of any incoming, outgoing or internal move to the Manager or Superintendent.
2. Normal hours of moving shall be from 8:00 a.m. to 4:00 p.m. Monday through Friday. No moves are permitted on Saturdays, Sundays or stat holidays.
3. A deposit of \$100.00 is to be left with the Manager or the Superintendent prior to commencement of a move. This deposit shall cover the costs of damages which may be incurred during the move. Should damages exceed the deposit, the owner/tenant will be billed accordingly. The deposit cheque should be made out to O.C.S.C.C. No. 718.
4. The Owner shall be responsible for any monies owing should their Tenant(s) default in payment of the \$100.00 refundable damage deposit. If damages do occur and the cost of repairs is over the \$100.00 deposit, the Owner shall be responsible should the Tenant(s) not make the required payment. This is in compliance with the Condominium Act (1998).
5. The Superintendent will be present at the start and the end of the move. He will be responsible to:
 - a) place the elevator on service;
 - b) hang the protective pads in the elevator;
 - c) conduct an inspection of the moving route in the company of the Owner/Tenant to identify pre-existing damages and make note of them. Upon completion of the move, he will re-inspect with the Owner/Tenant to determine what damages, if any, have occurred. If the cost of the damages exceeds the deposit amount, the Owner/Tenant will be responsible for the difference;
 - d) should any of the common elements be damaged during the move, the Superintendent will identify such damages and report them to the Manager for adjustment against deposit;
 - e) if no damage has occurred the Superintendent will sign the deposit form accordingly and return the deposit cheque;
6. The move must be supervised by a responsible adult acceptable to the Corporation and/or its Manager or failing the above a security guard must be engaged and paid for by the person(s) moving.
7. Objects are NOT to be placed against mirrors, walls or brass finishes.