

STRATA PLAN LMS-1725 – GOVERNOR’S TOWERS & VILLAS

MOVE-IN / MOVE-OUT BYLAW



MOVING BYLAWS LMS-1725 GOVERNOR’S TOWERS & VILLAS

- (1) Moves are to be booked through the security/concierge seven (7) days prior to the moving date.
- (2) Form K, Move-in fee (\$200) and \$300 refundable damage deposit to be provided to Building Office before move-in will be booked.
- (3) The elevator key must be used to lock off the elevator during the move. Elevator doors are not to be jammed open. The elevator service key must be obtained from the building manager.
- (4) Elevator pads must be used. Sufficient notice is required for the security/concierge to put up the pads for the move. (See Rule #1)
- (5) Owners will be held responsible for the cost of repair of any damages.
- (6) Exterior and garage doors are not to be left unattended when open.
- (7) Moves are to be conducted during the hours of 9:00 a.m. to 8:00 p.m. only.
- (8) Boxes must be flattened before being placed in the cardboard recycling bin.
- (9) Furniture, appliances and other non-household garbage must not be left at the building in the common areas, the garbage area or the lane. These types of items are the responsibility of the resident to dispose of off site.
- (10) A security person must be supplied by the strata corporation must be present during all moves. The cost of the security will be included within the \$200 move fee for four (4) hours. Residents will be charged \$100 an hour for move in/out over four (4) hours.
- (11) “Storage Box” requests are permitted and must be dropped at the back entrance. At least 7 days notice must be given to the building manager when seeking approval. Storage/moving containers must not block lane traffic, any doors or fire access.

ADDENDUM

Owners Assumption of Responsibility

“I will assume responsibility for this renovation and will advise a new owner, should I sell, of the nature of the renovation and will advise them of the responsibility involved.”

I agree to provide a \$300 refundable renovation deposit to be refunded at the completion of the renovations if no damages to common property have been determined by the concierge. The strata council shall have the right at its sole discretion to assess and hold an owner responsible for all cost incurred repairing damage to the building during the renovations.

- ◆ \$300 refundable damage deposit received _____(date).

- ◆ \$300 refundable damage deposit not returned due to damages.

Owner's signature

Date

By approving this request for renovations, the strata corporation assumes none of the owners' and/or contractors' responsibility or liability for this renovation.

**STRATA PLAN LMS-1725 – GOVERNOR’S TOWERS & VILLAS
388 DRAKE STREET & 1318 - 1398 HOMER STREET
MOVE – INSPECTION REPORT**

Move Supervisor: _____ Move-In: _____ Move-Out: _____
 Phone No.: _____ Suite: _____ Enterphone Code: _____

DATE OF MOVE: _____ START TIME: _____ END TIME: _____
 NAME OF OWNER: _____ SUITE No.: _____ PHONE No: _____
(Please Print)
 TENANT (if different from Owner, PLEASE PRINT): _____
 NON-REFUNDABLE MOVE-IN FEE (\$200) _____ (Tenant) (Owners collected from lawyer/notary)
 MOVE IN/OUT REFUNDABLE DAMAGE DEPOSIT: \$300
 MOVE-IN/MOVE-OUT PROCEDURES RECEIVED: YES: _____ NO: _____
(see reverse)

ADDITIONAL GUIDELINES: (NOTE: Residents means collectively, owners, tenants and occupants)

1. Residents must conform to the Move-In and Move-Out procedures established by the strata council from time to time. (See attached).
2. Residents must ensure that:
 - Doors are not left open, ajar, or unattended at any time (do not wedge doors open along hinge side – this will damage the door alignment).
 - Elevator doors are not jammed open in any manner, and
 - Furniture is not left resting against any walls or left piled in the lobby or common areas.
3. Residents must ensure that all common areas are left damage-free and clean. Any clean up must be done immediately upon completion of the move.
4. Residents are solely responsible for any overtime charges for the Security Guard used during the move.
5. Form K and \$200 move in fee (tenants only) must be provided to building staff before move is completed.

Residents contravening any of the Move-In and Move-Out Bylaws (see reverse) shall be subject to a fine of \$200.00. The Strata Council shall have the right at its sole discretion to assess and hold an owner responsible for all costs incurred in repairing damage to the building during a move.

| | |
|--------------------------|---|
| <input type="checkbox"/> | BUILDING STAFF and RESIDENT Pre-Move Inspections Comments (Warn of FIRE SPRINKLERS) |
| <input type="checkbox"/> | \$200 Refundable Damage Deposit |

| | |
|--------------------------|--|
| <input type="checkbox"/> | BUILDING STAFF and RESIDENT Post-Move Inspections Comments |
| <input type="checkbox"/> | \$200 Deposit Returned <input type="checkbox"/> No |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Contravention during the move. NONE: _____ YES: _____ Comments below: |
|--------------------------|---|

I, the undersigned, acknowledge that I have received and read a copy of the Move-In/Move-Out Bylaw for LMS-1725 and will follow these bylaws for moving as established by the Strata Corporation. I understand that I am responsible for all costs incurred in repairing damage to the building during the move (refundable deposit will not be returned) and any contravention of procedures or guidelines are subject to a \$200 fine.

Signature of Resident: _____ Date: _____