

Strata Corporation LMS 1866 Residential

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APPLICATION TO SCHEDULE A MOVE IN OR MOVE OUT

uite # All moves are to be booked through the owner or registered agent.				
Are you moving in?		or Are you moving out?		

For move-ins, a \$200.00 fee is required in advance and is payable by cheque or money order only to Strata Plan LMS 1866. No fee will be collected on a move out. New owners are allowed one free move in.

This move in / move out form is to be completed before the move and submitted to the manager's office.

Moves are limited to 2 hours in duration between 9:15 am and 4:45 pm seven days a week.

All moves are to be done through the loading bay at the rear of the building. The rear entrance lane is off Hornby Street.

Move In Date: Time of Move:

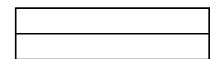
Name of Owner/Agent:

Contact Number:

E-mail address:

Move out Date: Time of Move:

Name of Tenant:
Contact Number:
E-mail address



The Do's and Don'ts When Moving

Do review bylaws Section 16 by referring to website at theelectra.ca

Do be careful not to hit the sprinkler heads in the ceiling when moving items.

Do give 72 hours notice to the office prior to the moving date.

Do provide a completed form K within 7 days of the move-in to avoid a \$200.00 fine.

Do flattened unwanted cardboard boxes and place in the recycle bin.

Do ensure that all packing is completed prior to starting the move.

Do not lean furniture against common area walls.

Do not leave discarded items in the loading bay or any common areas. Fines may apply.

Do not leave the loading bay door opened for building security.

Do not use dirty or noisy equipment.

Do not pack boxes in the hallways.

Do not leave unwanted items on the premises. Contact the office for disposal arrangement information.