



Strata Corporation LMS 1866 Residential

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APPLICATION TO SCHEDULE A MOVE IN OR MOVE OUT

Suite # **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:

Move out Date:
Time of Move:

Name of Owner/Agent:
Contact Number:
E-mail address:

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.