

Moving In or Out Regulations

Moving Hours:* **Weekdays: 8:00 a.m. – 4:00 p.m.**
 Saturdays: with office permission
 Sundays/Holidays are NOT permitted

*** Owners/tenants may be subject to a fee of \$150 if a move is done outside of the regular moving hours.**

Each owner shall in advance contact MagnumYork Property Management Ltd at [(780) 482-1644] or Grandin Manor's office to secure a date and time for usage of the elevator.

The owner must obtain information regarding usage of the elevator key, building security, elevator usage in general, loading and unloading procedures and parking on the property by the site contact or condominium manager. The unit owner shall give reasonable notice to MagnumYork Property Management Ltd prior to any household move in or out of Grandin Manor.

Vans, Trucks & Deliveries

Vehicles are to load and unload renovation material or furniture through the front or lobby entrance only. At **NO** time may any vehicle, ramp or truck block foot traffic access to the front entrance, driveway or private stalls located on the north side of the building. The front entrance of our building is a high traffic zone and an exit in the event of a fire or emergency. Finally, drivers of vehicles parked in front to unload must turn off their vehicles' engines to prevent nasty exhaust fumes from filtering into the building.

Elevators

The unit owner must contact the management representative or site contact to book a time to use the elevator. Moving pads to protect the elevator will be installed in the moving elevator. Note that only Elevator Two can be used for moving or transporting material, furniture and equipment. All heavy items must be lifted or moved by dolly, never dragged along the hallway carpets or elevator floor. Security cameras do monitor all activity through the front entrance, lobby areas and elevators.

The owner must pay a refundable deposit of \$150 to be held in trust for release of the elevator key, any clean up costs, building damage or security concerns that develop. The onus is on the Owner or person moving to ensure that any trade, contractor or person working in their unit has the proper insurance coverage in the event that they accidentally cause damage to the building elements or property; nevertheless Grandin Manor will hold the owner of the unit responsible for all damages or other activity that may result. If the elevator keys are returned and no concerns, damage or issues develop, the deposit will be refunded immediately to the person(s) who provided the deposit.

Moving In or Out Regulations *(continued.....)*

Security

Owners are responsible, at all times, for maintaining the security of the building and monitoring trade or contractor activity. The security doors leading into the building should never be propped open or left unattended. A proper doorstop must be used to keep the front door open and any other method (jamming paper or wood in hinge, doorframe, etc.) will damage the door. If you cannot provide front door security, a fee of \$50 per hour weekdays and \$75 per hour weekends shall be charged to the unit owner for such household moves to provide for the lobby doors. For no reason should doors be left UNATTENDED or SECURITY of the building placed at risk; this is the owners' responsibility to maintain at all times. **If the doors are left open and unattended at any time, your deposit may be forfeit.**

As a security precaution, any tenant moving out must present their fob(s)/card(s)/transmitter(s) (parkade) which will be deactivated on final move out date. Once verified, the fob(s)/card(s)/transmitter(s) can be re-activated for the unit when a new tenant moves in.

Cleanliness

During the move, all condominium property, common areas (e.g. halls, elevators, garbage facilities, lobbies, etc.) are to be kept clean and free of debris. Owners and their contractors are responsible for cleaning up any dirt, debris or material. In the event an unsightly mess develops, the cost of cleaning will be charged back to the owner directly.

Deposit

A conditional Refundable Deposit in the amount of \$150 is required, payable to Grandin Manor. A pre- and post-inspection will be performed by the site contact. The \$150 deposit shall be refundable if there is no damage to common property.

Any household move that does not conform to the above policy shall be deemed "an unauthorized household move" and the unit owner shall be subject to a fine. Any unit owner failing to comply with this policy shall receive a fine of \$500 for each occurrence.