



## **MOVE REQUEST POLICY**

A 'Move' event would include but may not be limited to: delivery or removal of large furniture/items in or out of the building and relocation of residents.

**All moves must be scheduled. Bookings can only be made by the owners of the units, non-owners booking requests will be denied.**

Elevator Move-IN/OUT bookings can be done directly at [www.liveatgateway.com/owners](http://www.liveatgateway.com/owners)

The intent of this policy is to ensure access areas are being monitored during the move to help prevent any unauthorized trespass, as well as to limit damages to all common areas (including the hallways, doors and the elevator).

A. A completed Move Request Online-Form must be submitted not less than Five (5) business days prior to the requested move-date. Any requests received less than Five (5) days in advance may not be scheduled.

B. Completion of the Move Request Online-Form does not guarantee scheduling. Any move that takes place without express written confirmation will be considered unscheduled and subject to fines/sanctions.

C. All costs incurred by the Condominium Corporation as a result of a move event will be charged to the unit owner. This may include but is not limited to damages to common areas, costs to oversee the move event, etc.

**D. All Moves In/Out events will be charged a cost of \$125. This fee is required to be paid at confirmation of the elevator booking.**

**E. All Moves In/Out events scheduled on a Saturday will be charged a cost of \$275. This fee is required to be paid at confirmation of the elevator booking.**

The fee covers a technician to install elevator protection, place elevator on stand-by, inspect common areas prior to and after the move for damage, removal of elevator protection and reengaging the elevator off of stand-by mode.

F. Unscheduled moves will be subject to a maximum \$1000 fine.

All payments can be made via check payable to Gateway Condos (Calgary) Inc. or through Direct Debt via a Pre-Authorized Debit Agreement.

Sincerely,

Gateway Condos