



A MOVING GUIDE FOR TRETTI CONDOS

The procedures pertaining to moving in and out of the building are for the safety, well-being, and comfort of all residents of the community. We appreciate your understanding as we do our best to protect your home and your investment.

Prior to the Move

- Before a move can be scheduled, an interim occupancy closing date must be set so the resident is permitted to pick up their keys from the Customer Care department of Collecdev. Once keys have been picked up and in order to secure the date and time for a move, residents are requested to contact Shanta Ram Sapkota Condominium Manager at Melbourne Property Management, at 437-880-4512 or via email at: shanta.sapkota@melbournepm.ca .
- All residential moves must be scheduled with and approved by Management Office at least one (1) week in advance. It is recommended that the residents make move-in reservations as early as possible to secure their preferred date and time.

- A completed Elevator Reservation Agreement, along with a security deposit cheque of \$500 payable to Collecdev (Tippett) GP Inc. must be submitted in advance to the Management Office or Concierge in order to confirm a move. The security deposit cheque will be refunded as soon as practicable upon completion of the move and provided no damage or loss has been caused to the elevators or common elements. Damage to, or loss of, the Declarant's property is the responsibility of the above-named resident. A copy of the Elevator Reservation Form is attached herewith.
- Residents are responsible for ensuring that the moving company properly protect all hallways, floors, and elevator cabs during the move.
- **Due to the size and shape of the building's corridor/hallway, please be mindful of the size of the furniture before purchasing it.**
- Moving into or out of the property will be permitted between the hours of 9:00 a.m. and 5:00 p.m. Monday to Saturday. No moves will take place on Sundays or statutory holidays. Move-ins without a booking, or outside of approved designated times is strictly prohibited.
- Movers are required to enter through the main entrance to check in with Concierge. Depending upon the time of day and movement of the current construction personnel on site, there may be minor delays in entering the facility. The movers or resident should contact the concierge a, twenty minutes prior to the arrival on the property.
- When reserving a moving company, resident should ensure that the moving company provides a certificate of insurance evidencing the existence of valid and enforceable insurance policies which include general liability insurance, issued on an occurrence basis, personal injury liability, broad form property damage liability and a blanket contractual liability with a limit of not less that \$1 million per occurrence and \$1 million general aggregate. Such policy shall name additional insured on a separate endorsement form.
- The moving company should also provide proof of Worker's Compensation insurance, including but not limited to coverage for the contractor's employees.

Please Note: Failure to schedule a move may result in the loss of access to the loading area and service elevator.

DIRECTIONAL INSTRUCTIONS TO THE LOADING BAY

During the Move:

- The Loading Bays are accessed by Tretti Way between the 18 & 30 Tretti Way.
- Management may be reached Monday to Friday 09:00 am to 05:00 pm by contacting 437-880-4512 and Concierge can be reached 24/7 by contacting 437-880-4511
- No more than one moving truck will be permitted in the loading bay at the same time.
- Upon arriving to the site, workers must first report to the Concierge Desk to sign in.
- Upon signing in, the movers will be escorted through their path of travel by the Concierge who will conduct a pre-inspection with the resident and the moving personnel at that time.

Owners shall provide movers with access to his/her suite

- Corners on the walls and door jambs shall be protected in common area corridors. Do not use masking tape to secure any wall protection, as it will damage the wall when removed. Owners are responsible for property damage caused by their move.
- The moving company (or owner, if any such owner is not using a moving company) shall provide Masonite or equivalent to cover and protect the carpet in common areas. Do not use masking tape to secure the Masonite or equivalent on the carpet, as it will leave glue residue behind when removed.
- A pre-inspection and post-inspection of the common areas will be carried out by the Concierge and the form submitted to the Management Office. Any damage to the common areas noted on the Post-Inspection Sheet will be notified to the Owner and cost of the restoration is to be handled directly between the owner and moving company.
- The service elevator can be placed on independent service only by the Concierge. While the move is given priority, should there be any unforeseen construction deliveries during this period – use of the service elevator will be required, and the deliveries carried out with minimum disruption to the move process.
- The use of building's moving equipment such as luggage carts, dollies, etc. is prohibited.
- Pallets are not allowed beyond the loading bay area.

- Wood pallets, crates, boxes, and all debris must be removed from the property by the owner and/or moving company and are not to be left in the garage/basement or loading bay area. The trash dumpster located on the property is not permitted for the disposal of move-in debris. All debris remaining, or improperly deposited, on the property will be removed within one day and charged back to the unit owner.
- The Manager reserves the right to cancel/prohibit the moving company, its employees, or contractors from conducting the move for any reason that might jeopardize personal safety or cause harm or damage to person, or property at or on the condominium property.

After the Move:

- Prior to the departure of the moving company, the common areas shall be inspected by the moving company, the resident, and a member of the management or concierge team. All applicable damages will be documented during this tour and signed by all parties. Each resident shall be responsible for any damage to the common areas which is attributable to such resident moving into the building.
- The manager will provide detailed information about the state of any damage to the common areas and will (if necessary) take pictures of any damage and provide information regarding repairs made to such areas.
- Residents shall hold harmless and indemnify the condominium Corporation, the Management Company, Melbourne Property Management Inc. and their agents, employees or representatives (Indemnified Parties) from and against any claims, liabilities, damages, costs and expenses resulting from property damages, costs and property damage, injury or death related to owner(s) and moving company's move into Tretti Condos, unless such damage, injury or death is caused by the intentional or grossly negligent actions of the Indemnified Parties, or their employees or representatives.

I UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. I agree to deposit with the Declarant upon signing this agreement and when moving into or out of the building or when moving from one floor to another a refundable security deposit of \$500.00 by cheque only. Cheques are to be made payable to **Collecdev (Tippett) GP Inc.** . This amount will be refunded as soon as practicable after completion of the move and **provided** no damage or loss has been caused to the common elements of the Declarant. Damage to or loss of the Declarant's property is the responsibility of the above-named resident.
2. **I agree that the \$500.00 deposit will be forfeited if any items are left behind in the common corridors, moving room, loading zones or at the side of the buildings without Management or Concierge's permission.**
3. I agree that I shall be held liable for all damages which may occur as a result of the use of

the elevator or any other common elements by me or my agents.

4. I agree that all elevator bookings are made only by appointment with the Concierge, who may be reached at front desk.
5. I understood and agreed that the moving times must be adhered to strictly.
6. I agree that all moves must be made through the rear entrance. **No items of any type or description are allowed to be moved through the main lobby doors.**
7. I agree that all empty boxes and moving cartons are to be dismantled and removed immediately from corridors. These boxes must be removed from the site by the moving/delivery people. Otherwise, you must break them down and place them in the recycle bin located in P1.
8. I agree that no furniture will be left behind by me or my movers in the common areas of the building. If furniture, boxes, etc. is found after I finish with the moving or delivery, my deposit cheque may be cashed in full, and no refund will be issued to me.
9. I agree that no blockage of corridors or in front of the elevators will be allowed.
10. I agree that the Condominium Corporation and/or its agent will not be held liable for any costs pertaining to the delay, if any, in my receiving the elevator as booked above.
11. I agree to advise the Concierge after the completion of the move so that an inspection can be completed, and the elevator pads removed.
12. **If I fail to advise Concierge at the time of completion, or fail to sign the post inspection sheet, I understand I will be responsible for any damages created after I complete my move.**
13. I agree to duly complete a Resident Information Sheet prior to moving in.
I HEREBY ACKNOWLEDGE that I have read this agreement as presented above and I accept all the conditions contained therein,

Applicant's Signature

DATE: _____

Management/Concierge Signature

DATE: _____