

MOVING AND DELIVERY REGULATION

Moving

To reserve your date, you must, **7 working days prior to the moving date**, advise Gestactif by email at info@gestactif.com. You must also send in the same time span the required pre moving information form with the payment of the administration fees by check made out to Syndic Urbania Bloc 2.

Confirmation of date and time:	Given by the site manager
Hours allowed:	Everyday from 8:00AM to 5:00PM
Administration fees (surveillance):	\$150
Maximum moving time (between 8 to 5):	3 hours
If more than 3 hours (between 8 to 5):	\$50 per hour
Exceeding moving time after 5PM:	\$75 per hour

ATTENTION

A \$300 penalty will be charged for any moving not-registered with the site manager.

Movers must **exclusively use the main entrance** in front of the building

A form confirming the end of move must be signed by the supervisor and the co-owner or tenant. Any damages to the common areas during the moving will be indicated on this form and will be charged to the co-owner or tenant.

Deliveries: reservation required to ensure protection of the elevator.

It is the **responsibility** of co-owners and tenants to ensure the **safety of the building**, the **monitoring** of the doors of the lobby, the **smooth operation** of the elevator, and **any material** belonging to the **common areas**.
If any damage is caused, they will be the responsibility of the people concerned.

Thank you for your collaboration.

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