

STRATA PLAN BCS 1559 – THE TAYLOR

Move In and Out Policy

Preamble: This document lays out the Rules that must be followed when moving in and out of The Taylor. These Rules are designed to maintain the security of the building and your possessions during the move, and to minimize disruption to Residents.

1. Booking Moves:

- a) All move in or move outs must be booked through the Building Manager via email: buildingmanager@thetaylor.ca (T: 604-681-1147)

In your email, please include the following:

1. Name of the Strata Plan: "BCS 1559";
2. Your name, unit #, and daytime telephone number; and
3. Date of your move in or move out and the time of the move.

- b) All moves must be booked a minimum of 7 days in advance.

2. Move In and Move Out Fees

Owners / Residents must make arrangements to pay the move in or move out fees at the time of booking your move. These fees are outlined in the Strata Bylaws.

The fees are as follows: \$250 (non-refundable) move fee or \$125 (non-refundable) for moves in/out of fully furnished unit. In addition, there is a \$200 (refundable) move deposit for damages (refundable after inspection by Building Manager).

Please make arrangements with the Building Manager regarding the move in payment as the strata corporation has implemented the use of "Square" technology to accept Visa and MasterCard payments to a maximum of \$250.00 per transaction, or you can provide the Building Manager with a bank draft at the time of booking your move. Cash or cheques will not be accepted. The Building Manager's telephone number is: 604-681-1147.

3. Form K – Tenants

Owners must submit a copy of the Form K for each new tenant at the time of booking the move in. Form K's can be found on The Wynford Group's website: www.wynford.com

4. Front Door Moves Only

All moves must take place through the front doors only.

5. Elevator Pads

The strata will arrange to have the elevator pads installed for your move.

6. Locked Elevator

The strata will arrange for one elevator to be locked for your use. To operate, load the elevator and then hold in the floor button until the door has completely closed. The elevator will remain on that floor until you repeat the process.

7. Entry Phone

Please note that we do not put names in the directory. All names are indicated using OCCUPIED on the enterphone. The enterphone is programmed to dial a local phone number (cell phone or land line.) Please fill out the Enterphone Registration Form (available on the website, or via the Building Manager.)

8. Fob Reconciliation

During the move in, all the fobs need to be provided to the Building Manager. If the unit is being rented, owners and tenants need to provide the information on the number and registration code of the used fobs. Fobs that are determined to be outstanding will be deactivated.

9. During Your Move:

- a) Never block or prop open the front doors, stairway doors, or garage doors. Doing so is a serious security concern. Doors should be opened only 'as-needed' during the move. As frequent opening / closing of the front door may be required, residents are encouraged to station / hire someone to operate the door during the move to ensure building security.
- b) Never leave items unattended in the lobby. As furniture / boxes may accumulate in the lobby during the move, residents are encouraged to station / hire someone to attend to these items to ensure they are secure.
- c) Do not grant access to The Taylor to anyone outside your moving party. Do not feel rude for denying access to such individuals. Residents of The Taylor have fobs that allow them to access the building and they will not ask you to give access to the building.

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN FINES

I acknowledge receipt of a copy of these Rules and agree to ensure movers and any others involved in the move are aware of and conform to these Rules. I understand and agree that the costs to repair damage or cleaning made necessary as a result of this move will be deducted from the damage deposit or if greater than the damage deposit, charged to the owner of the strata lot.

Unit: _____ Name: _____

PH#: _____ Email: _____

Signature: _____ Date: _____

Move Date: _____ Start Move Time: _____ Move Fee: _____ Damage Deposit: _____

FOB Verification: #1 _____ #2 _____ #3 _____

#4 _____ #5 _____