

Marquis Move Policy

June 15, 2018

General Move Policy (typically a full household move)

- Moves into or out of the building must be scheduled between the hours of 9:00 am and 4:00 pm Monday to Friday ONLY.
 - Moves during evenings and/or on weekends or holidays are NOT permitted.
- Please contact the building operator at themarquis@shaw.ca to book a date and time for your move.
 - All moves are subject to a fee of \$150.00 for up to four hours and \$35.00 per hour thereafter.
 - All moves must be booked with the building operator with at least two full days of advanced notice.
 - For move outs, a damage deposit of \$250.00 (cash) is required. This will be returned if the move results in no damage.
 - Cheques may be made payable to "The Marquis".

Move Policy Exemption (for limited moves and/or deliveries of oversized items)

- Under limited circumstances, residents may be exempted from the aforementioned policy for the purposes of conducting limited moves of oversized items (e.g. moving appliances / furniture that have been purchased or sold, Christmas decorations, etc.).
 - While the previous policy was not prescriptive in defining such circumstances, recent and continued abuse of this policy by some Marquis residents has resulted in the Board of Directors needing to revise / refine this exemption.
- Accordingly, residents may be exempted from the aforementioned move policy for limited moves of oversized items under the following circumstances:
 - The elevators are to be used for **no more than one round-trip (per day) for the purposes of the delivery/moving of oversized items;**
 - The **delivery/move is conducted using the appropriate equipment (e.g. moving dolly or hand truck)** to minimize any possibility of damage to common areas;
 - The items can be moved into the elevator **without the need to hold the elevator door open physically and/or use the 'open door button'**; and
 - **Owners remain responsible for any damage that has resulted** due to any move.

In any event, **residents are required to notify the building operator of the scheduled date/time for the delivery** with at least 2 days advanced notice

- If required, the building operator may arrange for elevator padding and/or put the "elevator on moving service" during the delivery to minimize any possibility for damage to Marquis property and/or to your appliances or furniture.
- Residents who wish to seek an exemption for their limited moves/deliveries (outside of the terms outlined above) must seek prior written approval from the Property Manager.

Failure to provide notice and/or seek prior approval from the Board will result in fines to the owner and/or chargebacks for damages.

The Board retains the right to require a damage deposit in the event that an owner wishes to seek an exemption to the move policy.