

# The Marquis

## Request for Booking Security for a Move In/Out (2018-06)

Submit completed form to the Marquis Building Operator:

For the safety and security of the building and residents no MOVE IN can be booked until one of the following is in place: IF A  
✓ NEW OWNER MOVE IN: Owner details must be provided to Parterre Property Services Inc. for the Corporation Records  
IF A TENANT MOVE IN: Owner must complete an Intention to Rent form and provide a signed Tenant Undertaking

Name:  Marquis Suite No.

Phone No.:  Email Address:

Vehicle Make/Model/Color/License Number: \_\_\_\_\_

Restrictions: Weekdays only (excluding statutory holidays), 9:00 AM to 4:00 PM, (Only 1 move per day)

Date Requested:  from   AM  PM to   AM  PM

Signature: \_\_\_\_\_ Date Application received: \_\_\_\_\_

Request from an: **Owner**  **Tenant**  **Representative**  (select one)

Requested type: **Move In**  **\*Move out**  (select one)

### FEES (Move Ins – payable by cheque - \*Move Outs: CASH ONLY):

There is a \$150 move fee payable to "The Marquis" for Security (flat rate for up to 4 hours). Must be booked & paid at least two (2) business days in advance. If the move goes over 4 hours, a further \$35.00 hourly charge is applicable. The Security Guard will perform a pre and post move inspection for damage, will install elevator blankets, will ensure the security of the building, will advise the movers of sprinkler heads and other obstacles, will ensure the proper flow of foot and vehicle traffic in the lobby and fire lane, and will lock off (when possible) the elevator for the move.

**Late reservations: \$200** if move in/out request is received with less than two (2) full business days advance notice as short notice makes it difficult to organize security and an overtime rate is charged. **There is no guarantee** that the move in/out can occur if security cannot be provided. In the event the move cannot occur the \$200 fee will be refunded. **A fine of \$500 will be levied if the elevator is not booked for a move.**

**CANCEL A MOVE - A minimum of 2 business days is required for cancellation of security.**

\* **Damage Deposit \$250 for MOVE OUTS is CASH ONLY** (refundable on day of the move if no damage occurs) \*

For the security of residents and building assets, **Unscheduled Moves are NOT ALLOWED** and the movers will be denied access. Security must be present for moves to occur.

[www.marquismatters.org](http://www.marquismatters.org)

\*Owner/tenant details must be verified at least 2 days prior to move.

Request Recorded by BOp: \_\_\_\_\_ Date: \_\_\_\_\_

ASP Security Booked by BOp: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Tenant Info confirmed by BOp: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received on: \_\_\_\_\_ Amount \$ \_\_\_\_\_ (Cash/ Cheque)

Deposit Returned by: \_\_\_\_\_ Amount \$ \_\_\_\_\_ (Cash/ Cheque)

Posted in AR by PM: \_\_\_\_\_