



2555 COLLINS AVENUE / MIAMI BEACH, FL 33140 / TELEPHONE (305) 672-2642 / FAX (305) 538-7753

## Move-in or Move-out /Deliveries

All Move-ins, Move-outs, and deliveries of goods, including but not limited to construction materials, requiring three (3) or more uses of the Service Elevator must be scheduled and approved by the Management Office at least forty-eight (48) hours before. These reservations are limited to Monday through Friday from 9:00 A.M. to 1:00 P.M. Elevator reservations are on a first-come, first-serve basis. Only the **service elevator should** be used for the movement of furniture, equipment, and supplies. We recommend early reservations to obtain a confirmation date.

For a complete move of four (4) hours, a fee of \$100 is required to confirm your reservation. For a smaller move only requiring two (2) hours, a check for \$50 is required when booking your reservation.

Complimentary deliveries are limited to Monday through Friday from 1:00 P.M. to 4:15 P.M. **(only one trip up and one trip down). "Deliveries requiring three (3) or more trips will be considered a complete move and must be scheduled with the Management Office as mentioned above."**

Any damages caused to the common areas of the building as a result of your move will be the responsibility of the person signing this form. All unpaid costs for damages incurred will be invoiced to the unit owner.

**Resident Name:** \_\_\_\_\_ **Unit No.:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Hours Requested:** \_\_\_\_\_

**Check #:** \_\_\_\_\_ **Delivery Company:** \_\_\_\_\_

I certify the above to be true and correct and accept the terms specified above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_