



## VANTAGE POINTE MOVING / ELEVATOR POLICY

- **ALL MOVES / DELIVERIES** MUST BE ARRANGED A MINIMUM OF FIVE (5) BUSINESS DAYS IN ADVANCE BY CONTACTING: GO SMART MANAGERS [info@gosmartmanagers.com](mailto:info@gosmartmanagers.com)
- MOVES MUST BE COMPLETED IN ONE OF THE FOLLOWING TIME SLOTS: **9 AM-NOON; 1:00 – 4:00 PM OR 7:00-10:00 PM.**
- THE LOADING DOCK DOOR, LOCATED ON THE WEST SIDE OF THE BUILDING FACING THE CO-OP IS THE ONLY ENTRANCE PERMITTED FOR MOVES / DELIVERIES
- CHECK- IN AT THE FRONT DESK PRIOR TO STARTING THE MOVE WHILE PROVIDING PROOF OF PAYMENT

## FEES /CHARGES RELATED TO MOVES

- THERE IS A **\$100** NON-REFUNDABLE MOVING FEE, THAT INCLUDES INSPECTIONS OF THE ELEVATORS & HALLWAYS, AS WELL AS INTERCOM PROGRAMMING AND SYSTEM UPDATING
- **DELIVERY FEE OF \$50 REQUIRING MORE THAN ONE TRIP (ENQUIRIES CAN BE MADE TO THE FRONT DESK 403-629-3781)**
- ANY DAMAGE CAUSED TO COMMON PROPERTY IS THE RESPONSIBILITY OF THE OWNER AND WILL BE CHARGED BACK TO THE UNIT.
- OWNERS / RESIDENTS ARE RESPONSIBLE FOR THE DISPOSAL OF UNWANTED ITEMS. AT NO TIME IS THERE TO BE UNWANTED FURNITURE ITEMS LEFT ON THE PROPERTY. ALL COSTS RELATED TO THE REMOVAL OF SUCH ITEMS WILL BE CHARGED BACK TO THE UNIT
- **UNSCHEDULED MOVES, INSUFFICIENT NOTICE, OR ANY OTHER INFRACTION OF THIS POLICY WILL BE CHARGED A \$250 NON-REFUNDABLE SERVICE FEE, AGAINST THE OWNER ACCOUNT**
- FAILURE TO PROVIDE A MINIMUM 24 HOURS NOTICE FOR ANY CANCELED MOVE OR FAILURE TO SHOW UP FOR A SCHEDULED MOVE TIME WILL RESULT IN A **\$100** CANCELLATION FEE BEING CHARGED AGAINST THE OWNER ACCOUNT.