



**STRATA PLAN BCS 3037**  
**4808 Hazel Street, Burnaby, B.C. V5H 0A2**

**MOVE IN /MOVE OUT PROCEDURE**  
Centrepoint Building Manager

Unit \_\_\_\_\_ Address \_\_\_\_\_

Name(s) of Owner(s) \_\_\_\_\_

Name(s) of Person(s) Moving In \_\_\_\_\_

Parking Stall Assigned \_\_\_\_\_ Remote's # (1) \_\_\_\_\_ (2) \_\_\_\_\_

Contact Information for \_\_\_\_\_

Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

- I would like to book the elevator for my move in on \_\_\_\_\_ or out \_\_\_\_\_ (date) at \_\_\_\_\_ (Time).
- I understand that if my move-in is longer than 2 hours, than I may be charged for the extra time at a rate of \$50.00 per 30 minutes.
- I agree to leave the elevator pads in the elevator as they were when I arrived and should they go missing during my move, that the cost to replace them will be mine.
- I agree to leave the lobby doors in a locked and secure manner.

Signed \_\_\_\_\_

Date \_\_\_\_\_