



## **Elevator Booking Policy**

The following policy applies to all residents when completing a move-in, a move-out, or moving furniture. The terms “move-in” and “move-out” apply to any individual (owner or tenant) who is relocating their place of residence or moving furniture. The definition of a “move-in” or “move-out” is not limited by the size or number of goods they are physically moving.

**Failure to follow the steps of the University City Move-in / Move-out Policy will result in a fine of \$500.00 being levied to the account of the Unit Owner.**

Residents must contact the Property Manager with the desired date and time of the elevator booking at [contact@equium.ca](mailto:contact@equium.ca).

1. Residents must provide a **written notice one week prior to any bookings**. Use of the elevator is subject to availability. Busy times or at the end of the month must be booked well in advance.
2. Moves will need to be booked Monday – Friday between 8:00am and completed by 4:00pm. Moves will be scheduled for a maximum of four hours at time.
3. The Condo board does not allow any elevator booking on weekdays from 4pm to 6pm to minimize the impact on all residents.
4. A security deposit in amount of **\$250.00** cheque is required, as well as a separate non-refundable **\$100.00** fee. Please make cheque payable to;  
**Equium Group for Red Building**  
**Equium Group for Green Building**
5. If a resident needs a booking outside of the hours listed above, they will be required to pay for the cost of a security guard for the entire period of their move to ensure that inspections are completed before and after the moves, the fee would be **\$150.00**. **Please note additional fees apply on Statutory holidays.**
6. The Corporation, Management and Security guard are not responsible in the event the elevator is not available for move-in, move-out or delivery due to technical breakdowns, or due to various other reasons.
7. The Resident will be returned the **\$250.00** deposit upon confirmation that no damage was incurred to the Common property.
8. If during the inspection any damages are discovered to the halls, carpeting, doors, elevators, fixtures or any other common area elements that were not present and noted during the pre-move inspection, or it is noted that non-household garbage was left behind, these items will be noted on the inspection forms and photographed by the corporation representative.
9. If the sum of damages exceeds the **\$250.00**, the balance will be charged to the account of the Unit Owner.



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