

**GRANGE POINTE  
CONDOMINIUM CORPORATION 042 5217  
BOARD POLICIES**

**MOVE IN/OUT POLICY**

1. All Move Ins and Move Outs shall be "pre-booked" through the KDM office, at 780-460-0444, with a 10 day notice. Should you need to reschedule, please advise the KDM office as soon as possible. A move will be scheduled for ANY items that require moving, to ensure no damage is done to halls, elevator, etc.
2. Move-Ins/Move-Outs:
  - a. **MOVE-IN:** A deposit in the amount of \$300.00 is payable at the time of booking (make cheques payable to the Grange Point). The deposit will be returned within thirty (30) days if no damages have occurred, are on time, and move proceeded as scheduled.
  - b. **MOVE-OUT:** \$300.00 will be charged to the unit owner's account upon notification to the management company; it is the unit owner's responsibility to contact KDM Management to book the move-out; failure to book your move will result in forfeiting the \$300.00 charge. Once move completed, the \$300.00 deposit will be refunded to the unit owner within 30 days of the move-out if no damages have occurred during the move and your move took place as scheduled.
3. Moves shall be scheduled to a maximum of six (6) hours between the hours of 9:00 a.m. and 9:00 p.m. Only one day can be booked at a time, to allow other Residents to book as well.
4. KDM Management will arrange to have the blankets hung in the elevator (if required), provide an elevator key (if required), unlock double door locking bolts at main door, and have signage placed at each elevator advising residents of the move.
5. Responsibilities of the Owner/Tenant during a move are:
  - a. Start and complete move as scheduled
  - b. Elevator Lock-Out: The elevator is to be loaded and unloaded immediately as the Grange Pointe does have residents with special needs and the elevator is a necessity. The elevator cannot be locked out for more than 5 to 10 minutes at a time.
  - c. Exterior Doors: Doors cannot be left open and unattended at any given time.
  - d. Do not cause damage to Common Property.
  - e. Return keys for elevator and locking bolts to KDM Management office within 24 hours or next business day.
6. No stairwells will be used for moving of large furniture/appliance items.
7. This Policy also provides for a penalty in the amount of \$500.00 should a move in or out occurs without compliance to the Policy as set out and subject to normal collection procedures established by the Corporation.

**NOTE:** It is imperative that you meet the times scheduled promptly (should you fail to do so, you may forfeit your damage deposit).

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Should you sell your unit in the future, please be sure that your Realtor and the new purchaser are made aware of this policy.