

# MIRAVISTA MOVING PROCEDURES

Following the moving procedures ensures that damage to your property, and common areas, is prevented, minimizes inconvenience to your neighbours, and ensures that lobby security is maintained.

- All moves into or out of the strata **must be scheduled at least 48 hours** in advance. Book early to ensure your desired moving date is available.
- Unscheduled moves without authorization/notification as required by the Bylaws & Rules and/or any breach of this procedure may be subject to fines up to \$200.
- **No moves on Thursday mornings** to accommodate the Waste & Recycling pick-up from the driveways.
- Moving trucks may not exceed forty feet. Only one vehicle in a driveway at a time.
- A maximum of three moves may take place on any one day per driveway. Moving times are enforced and moves completed in four hours. Times are 8am and 12pm, 12pm to 4pm, or 4pm to 8pm.
- Residents should provide a cell phone number where they can be contacted during the move.
- Prior to the move protective blankets will be hung in the elevator.
- Use of the elevator key is required, and a \$50 refundable security deposit can be sent via eTransfer to [miravista2020@gmail.com](mailto:miravista2020@gmail.com).
- Instructions for elevator key pick up from the lock box or office will be provided to you via email and/or text at 6pm the evening before your moving day.
- To receive your refundable \$50 key deposit, send an email to [miravistabuilding@gmail.com](mailto:miravistabuilding@gmail.com) to notify that the key has been returned to the Lobby Mailbox labelled Building Manager.
- Lobby doors need to be accessible for all residents throughout the move. Your moving vehicle must be moved from the Fire Lane upon request of the strata council delegate or maintenance person.
- All moves must take place through the front lobby doors of the building. Use of the emergency exits for moving is not permitted.
- To maintain security please ensure the **LOBBY DOORS are SUPERVISED** when open and in use. Lobby doors must remain closed between loads.
- Move belongings from the moving truck to the lobby, sufficient to fill the elevator before beginning to load.
- Unload to the hallway beside the elevator. Release the elevator before transporting belongings to your unit. When moving out, the converse applies.
- The elevator must be returned to service whenever it is unloaded.
- During the move, any resident who requires access to the elevator due to handicap or emergency must be accommodated.
- When a break is required in the moving procedure, the elevator must be returned to service for the duration of the break.
- There is a \$200 Move In fee payable to [MiraVista2020@gmail.com](mailto:MiraVista2020@gmail.com) or via conveyancing for new purchases. There is no Move Out fee.
- The contact number for urgent issues during your move is 250-718-9212.