

**CRTE SHAREHOLDER REQUEST FOR MOVING  
OR LARGE FURNITURE DELIVERY**

Owner's Name(s): \_\_\_\_\_ Apt. # \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date of Move or Delivery \_\_\_\_\_

Shareholders moving or having a large delivery must give a \$500 **refundable** deposit to the office along with any paperwork, if needed. Movers or Delivery People are responsible for all damage occurred to either the exterior or interior of the building. When the job is completed and before the mover/delivery people leave the premises the Manager or his designee will inspect the common areas and if no damage occurred the Shareholder will have the deposit returned. No exceptions to this deposit, even if you are moving yourself.

**NOTE: Please attach your \$500.00 refundable deposit to this request prior to forwarding it to the Management office.**

Check one:

\_\_\_\_\_ I hereby request a moving date approval.

\_\_\_\_\_ I hereby request a delivery date approval for large delivery of furniture or other items.

The move or delivery will be performed by:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**SHAREHOLDERS RULES FOR MOVERS/DELIVERY PERSONS, WHILE MOVING IN/OUT OF THE BUILDING OR HAVING A LARGE FURNITURE DELIVERY:**

I, the undersigned, agree to the following Rules:

*The rules listed below are for all moves in and out of the building and for furniture deliveries when the quantity of furniture exceeds the normal amount for one room, 6 items of furniture or more.*

1. Moving schedule will be coordinated with CRTE Manager Monday–Friday 8:00 AM - 4:00PM.
2. Install floor covering in accordance with the Repair and Maintenance section of the Rules We Live By.
3. A 48 hour notice must be given to the office for a move or delivery.
4. The moving company must provide insurance papers to the office.
5. Masonite board, supplied by the building must be put down on hallway floors from the unit to the service elevator.

**NO MOVES OR DELIVERIES ARE ALLOWED SATURDAY OR SUNDAY.**

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

CRTE Manager: Approves Disapproves this above request. (Circle one)

CRTE Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_