



Oka Towers Condominium

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Move In/Move out and Deliveries

In order to establish a good working relationship for the future to benefit all concerned and keep harmony I have outlined Oka Towers requirements in regards to move in/out and deliveries. Attached please find a copy of our internal Move in/out deliveries form, the top half is tenants/owners and the bottom is on the day of delivery with the moving/delivery company staff.

1. No move in/out or deliveries without advanced scheduling in the manager's office by the tenant/owner at minimum 24 hours in advance preferable 48 hours. In the event no schedule/reservation has been made all delivery/moving companies will be denied access and turned away with no exception.
2. Monday through Friday 8 am to 6 pm. **No Holidays.**
3. Positively no large trucks that come for pre-packing. We have had large trucks block access up to 4 hours when not actually moving contents but just prepacking, please have the packing staff come in a smaller vehicle to accommodate the prepack.
4. All supervisors of the moving team must first come to the office for a walk through explanation of elevator usage and inspection with Oka staff. On completion a check out procedure with Oka staff.

The purpose of scheduling is due to the fact we have had two trucks arrive at the same time and we only have one elevator which bottlenecks all the contents in the lobby which domino's into complaints from other tenants and the inability for your staff to get the job done. Additionally, we do not have the ability for two trucks to be parked for hours at a time in the main flow of traffic.

In order for us to help you and your staff work efficiently please assist us with compliance, by no means do we want to flag your truck back for re-scheduling. Please don't hesitate to contact me in the event you have additional questions.

Oka Towers Condominium

Move In / Move Out / Delivery Request by Tenant

Please Circle One: **Move In** **Move Out** **Delivery**

Pre-Pack Date, if any: _____ **Pre-Pack Time**: _____

Please check mark the following answers;

Yes During Prepack will the elevator be additionally used besides the initial one time use to take the
No packing material to the unit? If yes Explain: _____

If the prepack and move out is to be accomplished the same day how many hours do you expect the
pre-pack to take? 1-2 hours 3-4 hours 5-6 hours ** anything more than 5-6 hour is considered 1
pre-pack day. The above is assuming the pre-pack to begin at 8:00 am. Please specify what time you
expect the pre-pack to begin. _____

** In the event a large truck comes for pre- pack it must park in the lower parking lot next to the pump house.
When packing is to begin the truck can relocate to the front driveway of the building.

Actual Move In/ Out Delivery Date: _____

Time: _____

Unit #: _____ Contact Name and Number: _____

Moving/delivery Company Name: _____

Please advise the moving facilitator/delivery and moving company elevator #1 is to be used. Supervisor of the moving/delivery crew
needs to check in at the office for instructions on how to use the elevator over rides. Inspection by moving company supervising the
move will be conducted with Oka staff of the elevators condition before and after use. By initially below any damage incurred by the
moving company to the common area or the elevator shall be repaired at the expense of the moving company.

Oka Staff and Moving/Delivery Company Check List Below

Please check mark below for Check in: _____

Elevator control panel opened and mover advised of usage: Yes No

Any present damage to protective blankets, Grommet's or Elevator: Yes No

In Yes Explain briefly: _____

Elevator clean and free of any debris: Yes No If no, explain: _____

Elevator Inspection check In Oka staff: _____

Moving/Delivery Company Staff check in please sign and print _____

Circle one below for Check out: _____

Elevator control panel closed: Yes No

Any present damage to protective blankets, Grommet's or Elevator: Yes No

In Yes Explain briefly: _____

Elevator clean and free of any debris: Yes No If no, explain: _____

Elevator Inspection check out: Oka staff: _____

Moving/Delivery Company Staff check out please sign and print: _____