

STRATA PLAN BCS 3636 – SMART NOTICE TO ALL OWNERS / RESIDENTS MOVES IN & OUT FAQ

Please refer to the below information that will assist you in ensuring a smooth move.

Do I have to pay for moving in or out?

There is a non-refundable charge for each move in or move out in the amount of \$100.00. In addition, there is a \$200.00 refundable damage deposit payable prior to each move. Payments can be made via e-transfer to the Building Manager John or by a cheque mailed to The Wynford Group.

What is covered by the “move fee”?

The move fee serves multiple purposes, including administrative work associated with the updating of records (Form K processing, tenant’s database update etc.), time for the Building Manager to set up the elevator for the move and to oversee the move to ensure all Strata Corporation’s Bylaws and Rules are followed. Move fees also discourage frequent changes of tenancy.

When can I move?

Moves in and out are permitted Monday to Sunday, 8:00 AM to 4:00 PM. 2 weeks’ notice is required to be given prior to any move in/out. Please ensure to stick to your time slot once you reserve it.

What are the Bylaws and Rules that I need to know for the move?

Please refer to the attached excerpts from the Strata Corporation’s Bylaws and Rules related to moving.

Can I change my move day or time?

If you need to change your move reservation, please ensure that you advise the Building Manager John as soon as possible. He will do his best to accommodate the change however last-minute changes may be denied due to existing reservations.

What if I damage something?

Accidents happen and if they do, it is important that you notify the Building Manager John of the damage as soon as possible (ideally before John comes to you to ask about the damage).

What if I cannot follow the applicable Bylaws or Rules?

The Strata Corporation’s Bylaws give the Strata Council discretion to assess the severity of the infractions and possibly apply fines of up to \$200.00 per infraction, if they deem appropriate. If you know in advance, always advise the Building Manager.

THE WYNFORD GROUP
Managing Agents for
BCS 3636, Smart

Date: November 25th, 2020

17. Moving – Bylaws

- 17.1 An appointment for a moving in/out time must be made with the management company, having regard for the convenience of all concerned and to noise abatement.
- 17.2 Owners are responsible for any contractors employed in a move, and for any occupant in their strata lot moving in or out of the building and indemnify the Strata against any costs resulting from damage to common property or other strata lots.
- 17.3 Whenever possible, a minimum of two (2) weeks' notice is required to be given to the management company, PRIOR to any move in/out. Hours of move-ins and move-outs are restricted to between 8:00 a.m. and 4:00 p.m.
- 17.4 Upon agreement of a date, move in / move out will proceed according to the instructions and/or conditions issued by the Strata Corporation via its duly appointed Agent. These instructions and/or conditions may include, but are not limited to:
- 17.5 A refundable damage deposit of \$200 being paid in cash prior to a move commencing
- 17.6 Elevator protective cladding being installed prior to a move commencing
- 17.7 Assignment of an elevator for use during the move; only the assigned elevator may be used, movers must not engage both elevators
 - 17.7.a. In the event of an elevator breakdown, exclusive use of the elevator assigned for the move is revoked; the assigned elevator must be released from priority service and shared with all residents.
- 17.8 All external doors used in the move must remain locked when unattended
- 17.9 A before and after damage inspection may be made; any identified damages may result in forfeiture of the cash deposit
- 17.10 In the event of excessive damage, in addition to forfeiture of the cash deposit, further reparative costs incurred will be assessed against the owner
- 17.11 An owner must pay a non-refundable move in fee of \$100 to the strata corporation. Any expenses incurred by the strata corporation attributable to the resident and all fines levied will be charged to the strata lot owner's account.
- 17.12 An owner must pay a non-refundable move out fee of \$100 to the strata corporation. Any expenses incurred by the strata corporation attributable to the resident and all fines levied will be charged to the strata lot owner's account.

MOVE RULES

(Revision approved January 28, 2015 AGM)

1. All owners will be charged a \$100 move in fee, and a \$100 move out fee for use of the elevator and common areas. All moves must be arranged with National Building Maintenance (NBM) via email smart.bcsc3636@gmail.com to ensure an elevator is properly locked off.
2. Email National Building Maintenance (NBM) at smart.bcsc3636@gmail.com to request a move booking.
3. When booking a move out, include details of your Enterphone entry so that it can be deleted; when booking a move in, please provide your name and telephone number for Enterphone programming.
4. Moves are managed by NBM staff, at their sole discretion. Movers must follow any instruction or direction given by NBM staff, at all times. This applies equally to residents and any trades residents may engage e.g. moving companies.
5. Bookings must be made 2 weeks in advance by the Owner of the suite or their designated representative e.g. rental property management agency.
6. A moving fee of \$100 is due in advance by cheque, payable to BCS-3636, to be given to on-site NBM staff.
7. A refundable damages deposit of \$200 is due in advance by cheque, payable to BCS-3636, to be given to on-site NBM staff.
8. All moves must be completed during normal business hours.
9. Moves are not permitted on statutory holidays.
10. If two or more moves are requested on the same date, you will be allocated a time slot.
11. You will receive an elevator key from on-site NBM staff, and assigned an elevator to use. You must only use your assigned, padded elevator.
12. The RHS front door (facing out) will be unlocked for your move. The front door must be attended by movers at all times.
13. When your move is complete, return the elevator key to on-site NBM staff who will inspect for damages. If none are found, your damages deposit will be returned.
14. If damage is found, your damages deposit will be forfeit. Should the damage exceed \$200, the remainder will be charged to your Strata Account and is immediately payable.
15. If keys are not returned, your Strata Account will be charged the full cost of re-keying any common property that may be required.