

DELIVERY REQUEST FORM

SCHEDULE DELIVERIES

All appointments to schedule a move or large delivery must be made at least seven (7) working days prior to your desired move or delivery date to insure access to the designated elevator will be available. Only one elevator at the Project will be available for moves and deliveries. All moves and large deliveries are scheduled by the Property Manager.

Contact the Manager at 619-231-4235 and submit this form to MSuarez@actionlife.com

Moves and deliveries will be conducted between 8:00 a.m. and 8:00 p.m., Monday through Saturday, except for the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur and Christmas Day. Sundays are reserved as a time of quiet enjoyment for all residents. No moves or deliveries are allowed on Sunday.

Several moves and deliveries may be scheduled for the same day; therefore, it is critical your move or delivery starts and stops within your reserved time slot. You must arrive on time so you may complete your move or delivery as scheduled. **IF YOU FAIL TO COMPLETE YOUR MOVE OR DELIVERY WITHIN YOUR RESERVED TIMEFRAME, YOU WILL BE REQUIRED TO STOP AND RESCHEDULE ANOTHER TIME TO MOVE THE REMAINDER OF YOUR ITEMS AT YOUR SOLE COST AND EXPENSE. HOWEVER, IF CIRCUMSTANCES ON THE DAY OF YOUR MOVE OR DELIVERY PERMITS, THE PROPERTY MANAGER, OR SUCH OTHER AUTHORIZED REPRESENTATIVE OF THE ASSOCIATION, MAY ALLOW YOU TO CONTINUE YOUR MOVE OR DELIVERY BEYOND YOUR RESERVED TIMEFRAME. IF SUCH EXTENSION IS AVAILABLE AND PERMITTED, YOU WILL BE CHARGED AN ADDITIONAL FEE FOR EACH HOUR OR ANY PORTION THEREOF (AT THE HOURLY RATE ADOPTED BY THE BOARD AS SHOWN ON ITS FEE SCHEDULE) THAT IT TAKES YOU TO COMPLETE YOUR MOVE OR DELIVERY BEYOND YOUR RESERVED MOVE OR DELIVERY TIMEFRAME.** There is no guarantee any requested extension will be accommodated. Such decisions are based on the circumstances of your moving or delivery day and the possible impact and/or delays granting such extension may have on other Owners and residents who are scheduled after your move/delivery.

Delivery Company Name:

Resident Name:

Unit #:

Resident Phone:

Email:

Delivery Date:

Estimated Delivery Time:

Item(s) Being Delivered:

Resident Name

Signature

Date
