

Quapaw Tower Resident Handbook



Exhibit H: MOVING / FREIGHT ELEVATOR RESERVATION USAGE FORM

- To avoid reservation delays, this form must be completed with required documents from moving company/vendor included.
- If a moving company is being used or a vendor will be delivering a large item, a Certificate of Insurance will be required. See Exhibit K for a sample COI to be provided by the company/vendor.
- Please fill in the information below and email to quapaw@jonesaur.com, Subject line: **Quapaw Tower, Unit # / Freight Reservation**

Name _____ Condo# _____
Phone# _____ Email Address _____
Reservation Date: _____ Start Time: _____ End Time: _____
Moving Company Name + Contact Info _____

Owner/Resident agrees to following requirements:

- Reservations are to be made at least 24 hours prior
- A certificate of insurance was provided for companies/vendors and they are approved within the vendor guidelines of Jones Aur-AR (See Exhibit K).
- Moving trucks/trailers/vehicles must park along Ferry Street and always use the gated entrance. The gate cannot be blocked.
- No moves through the lobby.
- The freight elevator must be used at all times for moving – absolutely no passenger elevator usage.
- Moving pads must be placed down the hall to protect the flooring on the day of the move. The owner is responsible for seeing they are placed and removed at the end of the day.
- Moving hours are Monday-Friday, 8am-4pm; Saturday moves from 9am-2pm can be accommodated for an additional \$200 for administrative oversight after hours.

I have read and agree to abide by the move in/move out + freight elevator requirements. If an owner/resident is in violation of these requirements, there will be a \$250 fine charged to their ledger. If any damages occur, the owner is responsible for these as well.

Signature Required _____

MANAGEMENT:

MOVE IN/MOVE OUT _____ FREIGHT RESERVATION _____

COI FOR MOVING COMPANY _____

AMOUNT PAID _____ CK# _____ CHARGE UNIT# _____

Inspection Checklist Completed _____

Final Checklist Completed _____