

MOVE IN/OUT PROCEDURE

If you or your tenant are moving into or out of Centuria, you are required to inform Centuria Urban Village by email at: villagecenturiaurban@gmail.com

- **If a move out is being advised**, you must state the date of the unit intercom entry deactivation and confirm all fobs registered to your unit will be accounted for and provided to the new unit owner or your new tenant. Failure to provide this information will not allow an elevator booking request to proceed.
- **All move ins/outs must use the service elevator** and the applicable move in fees paid and confirmed by Coldwell Banker. Nothing is to be moved in or out through the main lobby doors and failure to respect this rule will result in a fine to the unit owner.
- **All applicable move in fees is the responsibility of the unit owner and must be paid in advance of move in day.**
- **To book a service elevator for a move in/move out**, Centuria must have email permission from the unit owner already on file to accept a tenant's request. NO EXCEPTIONS. Requests must include a preferred date and time frame consisting of a four (4) hour MAXIMUM time in the am or pm during 8am to 4pm weekdays. A weekend move can only be considered:
 - a. once security service can be confirmed involving the required higher rate
 - b. confirmed by Centuria's Urban Village Building Manager by email to the unit owner. There is no guarantee that security can be arranged for unprepared move ins or move outs or bookings requested less than 10 business days prior to requested booking date.
- **If only an occupant change requires booking of a service elevator for a move out**, an email request to Centuria Urban Village is required from the unit owner/property manager. Confirmation of Fobs and any intercom changes must be provided prior to confirmation of elevator reservation being provided by email from the Building Manager.
- **Freight Elevator Specifications:** Please make sure that all components needed for your move in/out will fit into the freight elevator.
 - Elevator Door is 42" wide by 84" high or 1,070mm wide or 2,440mm high.
 - Weight capacity is 2500 lbs or 1160 kg.
 - Inside Elevator footprint is 52" x 82" or 1,320mm x 2,080mm less handrail.

- Elevator height is 101" or 2,650mm.)
- **To add/change an intercom entry**, an email must be sent to Centuria Urban Village with the applicable form attached (Intercom_Data_Information_Sheet.pdf if that's available) or a clear email containing the required information in the required format. Names and numbers must be confirmed by Centuria against the occupancy list registered with Coldwell Banker.
- **To purchase a Fob**, the owner/owner's property manager must sign the required form and email to Centuria or send an email requesting a time to meet the Building Manager to purchase a Fob. Or you may send an email requesting a time to meet the Building Manager to purchase a Fob. Arrangements can only be made with the Building Manager between 9am - 3pm weekdays excluding holidays. Verification of ownership/property manager information must be confirmed by Centuria Urban Village against the occupancy list registered with Coldwell Banker. The time frame to receive an activated fob is 48 hours after physical receipt of fob from (Fob Purchase.pdf if that's available) the Building Manager, excluding weekends or holidays.