

# Moving Check List

(All requested information must be included, or the form will be returned to you for completion)

UNIT NO. \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

Name(s) of individual(s) moving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a Tenant (renter) or Owner? \_\_\_\_\_

Phone number of individual(s) moving: \_\_\_\_\_  
\_\_\_\_\_

Email address of person(s) moving: \_\_\_\_\_

**You will receive an email confirmation of your move.**

Today's Date: \_\_\_\_\_

Requested Move Date: \_\_\_\_\_

Requested Move Start Time: \_\_\_\_\_

Please circle the appropriate: Move In or Move Out or Delivery

**\*\*ALL MOVES / DELIVERIES MUST BE BOOKED WITHIN POLICY; EVEN FIRST FLOOR & FURNISHED UNITS\*\***

**\*\*PLEASE ENSURE THE MOVE REQUEST HAS BEEN CONFIRMED PRIOR TO BOOKING MOVERS\*\***

**\*\*A TENANT UNDERTAKING FORM MUST BE SUBMITTED PRIOR TO BOOKING A TENANT MOVE IN\*\***

**\*\* ELEVATOR KEY FOR LOCKING OFF THE ELEVATOR– IT WILL EITHER OPEN A PANEL DOOR TO ACCESS A KEYHOLE OR TOGGLE SWITCH OR WILL BE INSERTED DIRECTLY INTO THE MAIN PANEL TO SWITCH THE ELEVATOR TO INDEPENDENT SERVICE\*\***

**PLEASE BE AWARE OF ANY / ALL COSTS ASSOCIATED WITH THE MOVE.**

**IF YOU HAVE NOT BEEN ADVISED OF THE POLICY AND COSTS, PLEASE OBTAIN A COPY OF THE POLICY FOR YOUR PROPERTY.**

**LANDLORDS MUST PROVIDE THIS INFORMATION TO THEIR TENANTS(RENTERS)**

**Return this document to:  
FirstService Residential  
Suite 810, 839 - 5th Avenue S.W.  
Calgary, Alberta T2P 3C8  
Fax: (403)299-1813  
email to: AdminTeam.ab@FSResidential.com**