



1350 ALA MOANA

# Moving Reservation Request



MOVE DATE	MOVE IN	MOVE OUT	
UNIT#	FIRST NAME	LAST NAME	PHONE

## MOVING COMPANY

COMPANY NAME	PHONE
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ESTIMATED START TIME	ESTIMATED END TIME
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## IMPORTANT RULES/INFO FOR MOVERS AND RESIDENTS

- \* Elevators are reserved on a first-come, first served basis.
- \* Normal Moving Hours are: Monday - Friday 8:00a.m. - 4:30p.m.
- \* There is a non-refundable moving fee of **\$50.00** per day (Monday - Friday 8:00a.m. - 4:30p.m.)
- \* Saturday moves are only allowed if there is an emergency situation or unusual circumstance and **MUST** be pre-approved by the General Manager. The non-refundable fee for Saturday is **\$100.00**.
- \* There is absolutely no moving on Sundays and Holidays.
- \* Checks (no cash) should be made payable to: 1350 Ala Moana.
- \* Movers must use Elevator #4 at all times. It must be padded.
- \* Moving must be completed and the elevator must be back in service for residents before 4:30p.m.
- \* All packing materials, household goods, and moving vehicles must be off the property before 6:00p.m.

**By signing below I acknowledge that I have read and understand the rules & guidelines and will adhere to them:**

RESIDENT'S SIGNATURE	MOVER'S SIGNATURE
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## OFFICE USE ONLY

DEPOSIT AMOUNT	CHECK #	RECEIPT #	DATE PAID
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COMMENTS: \_\_\_\_\_

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O/A INITIAL

MANAGER'S APPROVAL	APPROVAL DATE
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