



1350 ALA MOANA

Moving Reservation Request



Circle One of the Following:

MOVE DATE

MOVE IN

MOVE OUT

UNIT#

FIRST NAME

LAST NAME

PHONE

MOVING COMPANY

COMPANY NAME

PHONE

ESTIMATED START TIME

ESTIMATED END TIME

IMPORTANT RULES/INFO FOR MOVERS AND RESIDENTS

- * Elevators are reserved on a first come, first served basis.
- * The resident and/or moving company shall be responsible for any and all damages to the interior or exterior of the building (and to the property in general) as a result of the move.
- * Normal moving hours are Monday - Friday, 8:00 a.m. - 4:30 p.m.
- * There is a non-refundable moving fee of **\$50.00** per day (Monday - Friday, 8:00 a.m. - 4:30 p.m.)
- * Saturday moves are only allowed if there is an emergency situation or unusual circumstance; Saturday moves **MUST** be pre-approved by the General Manager. The non-refundable moving fee for Saturday is **\$100.00**.
- * There is absolutely no moving on Sundays or holidays.
- * Checks should be made payable to "1350 Ala Moana." We apologize, but cash will not be accepted.
- * Movers must use elevator #4 at all times. It must be padded.
- * By 4:30 p.m, the elevator must be back in service and the move must be completed.
- * All packing materials, household goods, and moving vehicles must be off the property before 6:00 p.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

OFFICE USE ONLY

DEPOSIT AMOUNT

CHECK #

RECEIPT #

DATE PAID

COMMENTS:

O/A INITIAL

MANAGER'S APPROVAL

APPROVAL DATE