

The Catalonian Condominium

180 Cook Street. Denver CO 80206

Moving & Delivery Form (Revised 12-10-12)

Thank you for filling out the requested information for your move or delivery at The Catalonian.

This Request: All moves (in or out)/deliveries requests are to be scheduled through Wehner Property Management Co. Submit this form **7 days prior to move date** to: Wehner Property Management Co., 280 S Madison St, Denver CO 80209. Fax: 303.393.9503

Fee & Deposit: \$400 Damage Deposit is required. Deposit is refundable as long as there is no damage to the building, elevators, etc., all areas are left clean, the elevator key has been returned and the move was done according to the condo rules & regulations as outlined in this document.

Please submit the damage deposit in the form of a check or money order payable to:
The Catalonian Condo Association

Approved Times: 9 am – 5 pm, Monday – Saturday. **NO SUNDAYS or AFTER HOURS.**

Moving Area: Southeast door by back ramp. No service vehicles/trucks are to park on the upper deck. No moves in or out of the building are permitted through any door other than Ramp Exit.

Moving Directions

1. Submit this completed form along with a copy of the Certificate of Liability & Workman's Comp Insurance for all companies involved with this move or delivery.
2. All service vehicles/moving trucks must park in the alley. **Parking in the garage or on the upper deck area is prohibited.**
3. Doors are not to be blocked or propped open or left unattended at any time.
4. Elevators must be padded for all moves. Contact Wehner Property Management for the elevator key. Elevator pads are located in the utility room. Upon completion of move, pads must be taken down and returned to utility room.
5. All items must be padded, as needed, to protect walls, stairways, common areas, and the elevator. Items must not be dragged on the carpet, the stairways, ramp or upper deck areas.
6. All boxes must be flattened and put in dumpster – do not overfill dumpster.
7. Owner/Tenant is responsible for the cleaning of any hallways, common areas, or elevators due to the move or delivery, including vacuuming carpeted areas affected.
8. If the property manager or any other staff member has to do any extra work after the move in/out process a minimum hourly charge of \$40.00 will be charged.
9. If the Tenant's check is cancelled then the Landlord will be responsible for any related expenses.

Move In Move Out Delivery

Unit #: _____	Today's Date: _____	Move Date: _____
Owner Name: _____		
Tenant Name: _____		
Home #: _____	Work #: _____	Cell #: _____
Moving Company: _____		
Delivery Company: _____		
Service Company: _____		
Elevator Key Out: _____	Elevator Key In: _____	
Owner/Tenant Init. _____	Date _____	Owner/Tenant Init. _____ Date _____
WPM: Any Damages/Charges		
Deposit Returned: \$ _____		
Returned by: _____	Date: _____	

Les Eben, Property Manager, Wehner Property Management Co. 280 S Madison St Denver CO 80209 T: 303.393.7653
F: 303.393.9503