

## METROPLACE MOVES IN and/or OUT

1. Owners are required to contact the building manager to arrange for a move. The building manager will arrange to lock off the elevator and hang the protective coverings in the elevator.
2. Owners are required to give the building manager a minimum of one week's notice of a move.
3. Owners are to pay due care and attention to the elevator, surrounding walls, carpets and doors when moving furniture.
4. Residents are directly responsible for moving personnel and/or friends/relatives who are assisting with their move. All must adhere to the Bylaws and Rules of the Strata Corporation. At no time should the front entrance doors be left open and unattended.
5. All boxes must be flattened and properly disposed of in the receptacle provided for cardboard in the garbage room.
6. As per the Strata Property Act, section 146, owners who are renting their suites must give the prospective tenant(s) the current Strata Bylaws and Rules, and a Notice of Tenant's Responsibilities (Form K). The Form K must be signed and returned to our office within two weeks of the tenant's occupancy. The form is available on our website at <https://fsresidential.com/british-columbia/homeowners/forms>