



DELIVERY/MOVE RESERVATION REQUEST FORM

MOVE IN/OUT

DELIVERY

APPLIANCE CHANGE OUT

UNIT: _____ **OWNER NAME:** _____

DATE REQUESTING: _____ **PERSON MAKING REQUEST:** _____

CONTACT #: _____ **EMAIL:** _____

MOVING/DELIVERY COMPANY: _____

******Please Note******

All deliveries/moves must be scheduled and approved in advance. No deliveries/moves are permitted without proper advanced reservation, paid fees, business license and certificate of insurance for moving/delivery company listing Porto Bellagio as certificate holder.

Deliveries/moves may be scheduled between 9am and 4pm, Monday thru Friday ONLY. NO weekend or after-hours deliveries or moves are permitted. Must check in at time of arrival and departure.

\$100 Fee covers all deliveries/moves associated with the above referenced condo for a thirty-day period. Fee is applicable to all deliveries that require more than one round trip and/or include more than one item. Appliance change out of one appliance, including A/C or water heater are exempt from the fee.

Management Use Only below:

Fee Received: _____ **Confirm scheduling:** _____

Business License/Insurance received: _____

Additional charge for damage: _____