

7000 HAWAII KAI D R I V E

ELEVATOR RESERVATION FORM

Name _____ Unit # _____

Phone Number _____ Alt Phone _____

Date(s) Needed _____

Time: _____ to _____

Time: _____ to _____

Purpose: Move in on _____

Move out on _____

Delivery on _____

Method: Commercial Moving Company

Commercial Delivery Company

Do It Yourself

If moving out, please provide forwarding address: _____

1. The 7000 Hawaii Kai Drive office shall be notified prior to a resident moving in or out, or delivery or removal of a large item, so that the elevator can be properly prepared and schedule conflicts avoided.
2. **A security deposit of \$100 is required to confirm your reservation**, all, or part, of which may be refunded provided the elevator, lobbies, and hallways are clean and undamaged, and rules and restrictions are abided by. **Please submit a check payable to Hale Ka Lae, LLC with this form.**
3. Moves and commercial deliveries are permitted between **8:00 AM and 4:00 PM Monday to Friday and 8:00 AM to 12:00 PM on Saturday. No moves or commercial deliveries are permitted on Sunday or posted on holidays.** Movers/delivery persons should be so informed. Compliance by the movers/delivery persons with the rules and restriction is the responsibility of the owners/occupants. Non-compliance may result in the loss of your deposit.
4. Movers and delivery personnel shall NOT impede the ingress and egress to any of the 7000 Hawaii Kai Drive parking garages.
5. No packing debris shall be left in the elevators, garages, hallways, or lobby area. All debris must be removed immediately by the resident or moving or delivery company.
6. Any damages caused to common areas, garage area, lobby, or elevator shall be the responsibility of the owner/resident and will be deducted from the security deposit. Resolution of this expense is between the owner/the resident and the moving or delivery company.
7. Bulky items must be disposed of off property at nearest refuse center, or by a disposal service.

Signature of Resident _____ Date _____

HKD Office _____ Date _____

Deposit returned: _____ Initial _____