

Executive House Condominium Delivery Request Form

Name _____ Unit # _____
Phone # _____ Email Address _____
Delivery Date _____ Who is making the delivery? _____
Describe each item being delivered _____

Please leave this completed form, your security deposit check and the deliverer's certificate of insurance (COI) at the front desk at least **10 days prior to your delivery**.

You must confirm your delivery with the property manager prior to the delivery date.

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- **Deliveries are only permitted Monday through Thursday, 9am to 4 pm and Fridays from 9am to 1 pm only. Deliveries are NOT allowed on weekends or building holidays - NO exceptions. Any delivery truck that arrives after 3pm will be turned away. Please ask your delivery company to give you a morning window to avoid a late delivery that may need to be turned away. All delivery people must be out of the building by 4pm on Monday through Thursday or by 1pm on Friday - NO exceptions. Any infraction of the rules will be subject to a fine.**
 - A delivery is defined as 1 or 2 pieces of furniture, an appliance or other that can both fit in elevator #1 in one trip. Any deliveries more substantial than this is considered a move in and subject to additional restrictions and fees.
 - PLEASE MEASURE THE ELEVATOR AND THE ELEVATOR DOOR OPENING TO ENSURE YOUR DELIVERY WILL FIT PRIOR TO SCHEDULING YOUR DELIVERY.
 - When your delivery arrives, and the front desk calls you, please go to the upper garage to open the inside door to the garage and accept your delivery. Any damage to the elevator or the hallways will become the unit owner's responsibility.
 - A check made out to Executive House is required as a refundable security deposit for deliveries in the amount of \$200.00. If your delivery is more than 2 pieces and requires several trips with the elevator a move form should be requested as guard will be hired to make sure no damage is done to the elevator or hallways.
 - Please be sure to describe what is being delivered, honestly.
 - A certificate of insurance (COI) naming Executive House as certificate holder and additionally insured must be emailed or faxed to the property manager at least 10 days prior to the delivery. A sample COI is available at the front desk or from the property manager.
 - Do not leave this form at the front desk until all requirements are met or your date will not be approved or confirmed.

Property Manager: Javier Deanta
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