



THE COLONY ELEVATOR RESERVATION

Name: _____ Unit #: _____

Phone #: _____ Alt. Phone: _____

Date(s) Needed: _____ Time: _____ to _____

_____ Time: _____ to _____

Purpose: Move in: _____ Move out: _____ Delivery _____

Method: Commercial Moving Co: _____

Commercial Delivery Co: _____

Do It Yourself:

If moving out, forwarding address: _____

1. The Hawaii Kai Peninsula 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 \$250.00 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 the Hawaii Kai Peninsula with this form.

3. Moves and commercial deliveries are permitted between **8:00 AM and 4:00 PM Monday thru Friday and 8:00 AM to 12:00 NOON on Saturday. No moves or commercial deliveries are permitted on Sunday or posted 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 Colony 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 / Delivery Company.

6. Any damage(s) 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/resident and the moving or delivery company.

Signature of Resident: _____ Date: _____

HKP Office: _____ Date: _____

Deposit Returned: _____
Date Initial