



## FURNITURE DELIVERY FORM

UNIT #: \_\_\_\_\_ NAME OF RESIDENT: \_\_\_\_\_  
OWNER/LESSEE

DELIVERY DATE: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

ITEM(S) TO BE DELIVERED: \_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY:

\_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SECURITY: \_\_\_\_\_ HOUSEKEEPING: \_\_\_\_\_ RECEIVING: \_\_\_\_\_



Please initial each line:

- All furniture deliveries require a 2 day advance notice.
- 18 wheelers are not allowed on the premises. Please check with the delivery company prior to the delivery.
- All trucks must park in the designated areas.
- An association personnel ("AP") will inspect all areas before and after any delivery is made and must be present when items are delivered.
- A charge of \$25.00 must be paid in advance for TKB Carpet protectors provided by the Towers
- The delivery company must sign in at the time of their arrival.
- AP charges will apply after the first 60 minutes (1 hour) at \$15.00 per hour.
- Delivery Company must be out of the premises by 4:30 PM
- Only the service elevator (left hand side) may be used.
- Boxes **may not** be thrown down the trash chute or left in the hallway. If this occurs, a charge will be imposed. The AP will make a report of any boxes left in the common areas or thrown down the chute. If you have boxes that need to be thrown away, please take them to the dumpster outside by the

tennis courts or call our main office in order to make arrangements with housekeeping.

\_\_\_ Owner is fully responsible and liable for any and all damage to the elevators, hallways, and other common elements caused by the unit owner's, occupants, family, contractors, delivery personnel, employees, guests and lessees.

---

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Delivery Company signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_