



APPLIANCE DELIVERY/REPAIR FORM

UNIT #: _____ NAME OF RESIDENT: _____
OWNER/LESSEE

APPLIANCE DELIVERY/REPAIR DATE: _____

NAME OF COMPANY: _____

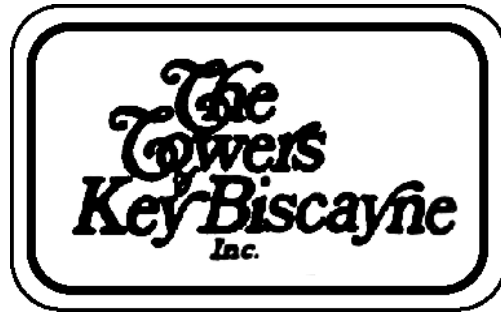
ITEM(S) TO BE DELIVERED/REPAIRED: _____

OFFICE USE ONLY:

AUTHORIZED BY: _____

DATE: _____

SECURITY: _____ HOUSEKEEPING: _____ RECEIVING: _____



Please initial each line:

- Excluding emergencies, all deliveries/repairs 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 work or delivery.
- An AP must be present when items are moved in and out.
- A charge of \$25.00 to be paid in advance for TKB carpet protectors provided by the Towers. All a/c technicians must use an additional Towers carpet protector in the area outside the unit.
- AP charges will apply after the first 60 minutes (1 hour) at \$15.00 per hour.
- Owner is fully responsible and liable for any and all damages to the elevators, hallways, and other common elements caused by the unit owner's, occupants, family, contractors, delivery personnel, employees, guests and lessees.
- Delivery Company except in an emergency must be out 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.

Resident Signature: _____ Date: _____

Delivery Company/Technician signature: _____

Date: _____ Time: _____