



FirstService
RESIDENTIAL

MOVE IN / MOVE OUT CHECKLIST

(All requested information must be included, or the form will be returned to you for completion)

UNIT NO. _____ PROPERTY NAME / ADDRESS: _____

Name(s) of individual(s) moving: _____

Are you a Tenant (renter) or Owner? _____

Phone number of individual(s) moving: _____

Email Address of individual(s) moving: _____

You will receive an email confirmation for your move.

Today's Date: _____

Requested Move Date: _____

Requested Move Start Time: _____

Type of move:

- ☐ All moves / deliveries must be booked within the corporation's policy. This includes first floor and furnished units.
- ☐ Ensure the move request has been confirmed prior to booking movers.
- ☐ **A Tenant Undertaking Form must be submitted prior to booking a tenant move in.**
- ☐ The elevator key (if required) has been obtained. This key will either open a panel door to access a keyhole or toggle switch or it will be inserted directly into the main panel to switch the elevator to independent service.

Please be aware of any / all costs / deposits associated with the move. If you have not been advised of the policy and costs / deposits, please obtain a copy of the policy for your property. Landlords must provide this information to their Tenants (renters).

Please return completed form to:

1100, 840 7th Avenue S.W. | Calgary, AB T2P 3G2

Tel 403.299.1810 | Fax 403.299.1813

AdminTeam.AB@fsresidential.com