

Windward Passage
322 Aoloa Street Kailua, HI 96734
Phone: (808) 261-2443 Fax: (808) 262-1858
Email: wp-office@hawaii.rr.com

FREIGHT ELEVATOR RESERVATION

NAME: _____ Apt #: _____

RESIDENT TELEPHONE NUMBER DURING USE: _____

DATES OF USE:

(Monday through Friday 8:00 AM to 5:00 PM only except for commercial delivery of single item.)

_____ TIME: _____ TO _____
_____ TIME: _____ TO _____

Purpose: (Check one below)

1. Move in: Commercial Movers _____ Do it yourself _____
First Occupancy Date _____

2. Move out: Commercial Movers _____ Do it yourself _____
Last Occupancy Date _____

3. Commercial Delivery of a Single Item: Appliance _____ Furniture _____ Other _____
(Monday through Friday 8:00 AM to 5:00 PM, or Saturday 9:00 AM to 12:00 PM)
Name of Company _____ (Sears, Homeworld, etc.)

4. Remodeling/Construction Material Delivery _____

5. Debris Removal _____

6. Other (Describe) _____

USERS MUST ENSURE THAT THE ELEVATOR AND HALLWAY ARE CLEAN AND UNDAMAGED AFTER USE. COSTS INCURRED FOR EXTRA CLEANING OR TO REPAIR ANY DAMAGE WILL BE BILLED BY THE AOA TO THE USER.

As per House Rules Section 5.0 move-ins or outs will only be scheduled Monday through Friday from 8:00 AM to 5:00 PM. Commercial delivery of a single item is allowed on Saturday from 9:00 AM to 12:00 Noon. There will be no move-ins or outs scheduled on Saturday, Sunday or posted holidays in Section 1.9 of House Rules.

Movers or delivery persons are restricted to the freight elevator (A).

Signature of Resident: _____ Date: _____

Forwarding Address: _____

Approved by Resident Manager: _____ Date: _____