

Park Place Condominium Association

(907) 562-2929 info@pmsialaska.com

Do I need elevator pads?!

THIS IS FOR GENERAL DELIVERIES TO UNITS ONLY. THIS FORM DOES NOT APPLY TO CONSTRUCTION MATERIAL DELIVERY. REFER TO APPROVAL LETTER FOR INTERIOR REMODEL REQUEST.

- If your item is heavier than 75lbs, yes. You need elevator pads.
- If your item is larger than a typical office chair, yes. You need elevator pads.
- If your unit is on the lower level, no. You do not need elevator pads. All other levels require the use of the elevators; therefore, elevator pads will be required.

There will be a fee of \$20 charged to your unit if you require elevator pads. This fee becomes due on the next billing period. If your unit is signed up for auto pay through the management office, this fee will be auto deducted with your monthly dues.

Three business day advance notice is required. Delivery hours are permitted M-F 8:00am – 5:00pm only. Front entrances may NOT be utilized for the delivery. Weekend deliveries require special arrangements and an additional fee of \$200.

<u>Date of Request</u>	<u>Earliest day pads can be hung</u>
Monday	Thursday
Tuesday	Friday
Wednesday/Thursday	Monday
Friday	Tuesday

Unit Owner: _____ Unit No: _____

Date Elevator Pads Needed: _____

Item(s) being delivered: _____

Office use:

Received: _____ Approved by: _____

Request Date Sent: _____ By: _____