

The Towers of Valley Run

27000 Valley Run Drive, Wilmington DE 19810

(302) 475-9146

Tvr27000@gmail.com

LARGE DELIVERY / MOVING / CONTRACTOR FORM

(Complete appropriate section)

LARGE DELIVERY (example: Furniture, Appliances)

Delivery Date _____ Removal Date (if different) _____ Unit Number _____

Company _____

Address _____

Contact number _____

Council needs to know so padding can be placed in Elevator # 1 ahead of time.

MOVING

Move in Date _____ Move Out Date _____ Unit Number _____

Company Hired _____

Note: If "Self" moving, you are responsible for any damage to building.

Address _____

Contact number _____

You must have the company provide a Certificate of Liability Insurance with Towers of Valley Run listed as certificate holder. Form will not be approved until certificate is received.

CONTRACTOR HIRED TO WORK IN UNIT

Unit Number _____

Contractor name _____

Address _____

Contact Number _____ Service Date(s) _____

Need elevator padded? _____ If yes, date(s) _____

You must have the contractor provide a Certificate of Liability Insurance with the Towers of Valley Run listed as a certificate holder. Form will not be approved until certificate is received.

This form must be in the Council Office at least One (1) week before anyone moves in or out, and two (2) days before service or the delivery/removal of large furniture, etc. Only Elevator #1 may be used for any Move In/Out or Delivery/Removals. The Interior Security Doors Cannot Be Propped Open while Unattended. Moving Hours are 8 AM - 8 PM unless you have Written Permission from Council.

*****There will be a \$200 fine assessed to the Unit for each violation of these rules.*****

I, _____, agree to the above restrictions and guidelines.
(Unit Owner/Tenant Signature)

Contact Number _____

Request Approved _____ Request Denied _____ Date _____

Council Member's Signature _____