

# The Executive House Condominium

## Delivery Form Request

[squaglietta@rcpmanagement.com](mailto:squaglietta@rcpmanagement.com)

fax (609) 683-5495

Name \_\_\_\_\_

EH Unit # \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Delivery \_\_\_\_\_

Who is delivering \_\_\_\_\_

Delivery Description \_\_\_\_\_

Email address \_\_\_\_\_

---

Once you have completed this form at least **10 days prior to your delivery**, please leave it at the front desk **COMPLETE WITH SECURITY CHECK & COI** (Certificate of Insurance Form), DELIVERY COMPANY. Please confirm your delivery with property manager

- Deliveries are permitted **Mondays through Thursdays, 9am to 4 pm, Fridays from 9 am to 1 pm only**. No deliveries on **weekends or building holidays**. No exceptions. **Any delivery truck that arrives at 3pm will be turned away. Please ask your delivery company to give you a morning window to avoid a late delivery that might be turned away. All delivery people must be out of the building by 4pm or Fridays at 1pm with no exception. Any infraction of the rules will be subject to a fine.**
- A delivery is defined as 1 or 2 pieces of furniture, appliance or other that can both fit in elevator # 1 in one trip.
- **MEASURE THE ELEVATOR AND THE ELEVATOR DOOR OPENING BEFORE YOU CONFIRM YOUR DELIVERY**
- Please go to the garage when the front desk calls you to open the inside door in the garage and accept your delivery. Any damage to the elevator or the hallways will become the owner's responsibility
- A \$200.00 security check made out to EH is required for deliveries. If your delivery is more than 2 pieces this deposit will become a delivery fee as a guard will be hired or maintenance will take the time to guide the delivery and make sure no damage is done to the elevator or hallways. Please be sure to describe what is being delivered.
- A certificate of insurance naming Executive House as certificate holder and additionally insured must be provided by email or faxed to (609) 683-5495 at least 10 days prior to the delivery. Sample COI is available at the front desk or from the property manager [squaglietta@rcpmanagement.com](mailto:squaglietta@rcpmanagement.com).
- Do not leave this form at the front desk until all requirements are met or your date will not be approved or confirmed.