



PARCEL DELIVERY RELEASE FORM

Resident Name (Please Print):

Suite #:

For resident's convenience the concierge can accept parcels, courier mail and packages on resident(s) behalf **provided that** they have completed this Parcel Delivery Release Form. This form will only be accepted from registered residents in the building. The form can be obtained from the Building Website, Security Desk or Management office, and can be returned to the concierge once it has been signed. There will be a two (2) business day waiting period for the form to be verified and entered in the building system database.

Delivery acceptance terms:

- Deliveries will be securely wrapped, addressed and delivered by a courier service only
- Due to the limited size of the parcel holding area and the high number of parcels received deliveries will be no larger than 24" X 24" X 24".
 - For any parcels/deliveries larger than the limit, please notify the concierge **BEFORE** the delivery
 - **If the concierge is not notified**, packages larger than this restriction must be collected by Residents **at time of delivery, or they will be returned.**
- For the safety of the staff, parcels will weigh **no more than 50 lbs.**
- We will not accept C.O.D deliveries, unpackaged or loose items, parcels or packages from any individual other than a courier
- We will not accept cash under any circumstance
- Perishable items (i.e. flowers, food etc.) must be collected within 24 hours or will be disposed of
- Accepted mail/parcels will only be retained for a period of ten (10) days, after which it will be returned to sender
- Parcel(s) shipping labels for delivery will clearly state the recipient's name and address, and the parcel must match the name of the resident.
- Residents can only pick up parcels with a valid I.D matching the name on the parcel
- We will not release a parcel to another person on a resident's behalf
- Deliveries will not be left outside resident doors, or in any corridors due to fire escape safety and access routes

In the interest of improving security for all parcels and envelopes received by the Monde concierge desk, and providing superior service to our residents, this parcel policy has been adopted by your Board of Directors.

Signature

Date