



The Merchandise Building - Original Lofts

DELIVERY WAIVER

Please be advised that the Corporation reviewed the process of the acceptance of deliveries and packages by the concierge staff. As a service to our residents we will accept delivery of “courier-type” parcels either from courier companies or persons leaving envelopes etc., to be received by security staff on your behalf. Large packages over the size of 18”x18”x24” or weight of 25lbs will NOT be accepted, as there is insufficient storage space available.

This process requires you to complete and sign a waiver, allowing the concierge staff to accept packages, deliveries or envelopes on your behalf. The waiver is then kept on file on your behalf.

Please complete the bottom portion of this letter and return it to the concierge staff or the Management Office.

Should this form not be on file, we will not be able to accept any deliveries on your behalf. Please note it is necessary that an owner/resident of each suite sign a waiver and return it before parcels can be accepted for that suite.

All deliveries left with the concierge should be picked up in a timely fashion. Items left for more than 7 days will be disposed at the resident’s expense and/or returned to sender.

Newspapers and redirected mail will not be accepted. Newspaper service is to be suspended if you are away and redirected mail is to be marked “Return to Sender” and redirected to the post office.

I, the undersigned owner/resident of The Merchandise Building, give authorization for the concierge personnel to accept envelopes/packages on behalf of the suite named below.

I will not hold the concierge staff or company, management staff or company, the Corporation or their staff, responsible for any missing/-damaged package, or for late deliveries. Due to health and safety standards, hazardous materials will not be accepted. Fresh flowers and food will be accepted, however no responsibility will be taken for flowers not picked up in a timely basis and food will be held at security desk for a period of 24 hours only.

Owners/residents who don’t follow this policy will no longer have deliveries accepted on their behalf.

AUTHORIZATION DATE: _____

NAME: _____

SUITE: _____

SIGNATURE: _____

***NOTE* WE DO NOT ACCEPT ANY DELIVERIES OF APPLIANCES OR HAZARDOUS MATERIALS. THE CONCIERGE STAFF MAY REFUSE DELIVERY IF, IN THEIR OPINION, THE DELIVERY IS DANGEROUS OR UNSUITABLE. IN SUCH CASES, THE CONCIERGE WILL COMPLETE A REPORT.**