

## COMMERCIAL DELIVERIES

### NEW POLICY:

Any commercial vehicle entering River Ridge to perform work for a property owner must have a Delivery Notification Form on file in the River Ridge Office.

If a property owner is expecting a delivery, they must fill out the delivery form or have their contractor complete the form and provide a check for \$500.00 before the delivery arrives at River Ridge; any delivery arriving before the necessary paperwork is received by the office will be denied entrance to the property. **Property owner must be present when delivery is made.**

After the delivery / work has been completed; within 3 working days, Maintenance Supervisor will inspect for damages. If no damages are found, then the check of \$500.00 will be returned to the property owner / contractor.

If damage is found, then the check will be deposited for necessary repairs. River Ridge will not refund property owner / contractor if damage is found. If check is returned for any reason by the bank; a \$50.00 fee will be added to the amount due, and no future deliveries can be made until payment is satisfied.

If the cost to correct the damages are higher than the check amount, River Ridge maintenance Supervisor will contact the property owner or contractor to discuss how damages are going to be repaired and paid for.

### Chain of Command:

1. Delivery (Work) is arranged.
2. Homeowner or contractor will fill out necessary form and provide a deposit check to the office to be held until work has been completed.
3. Office will notify Security of delivery date (work beginning date), company making delivery, Lot number of delivery and property owner's name and phone number.
4. 3 working days of completion of project the Maintenance Supervisor will inspect for damages.
  - a. No damages – check will be returned to property owner.
  - b. Damages – Check will be deposited.

# RIVER RIDGE DELIVERY NOTIFICATION

## Property Owner / Contractor (fills out this form)

Property Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Lot Number for Delivery \_\_\_\_\_

Date of Delivery \_\_\_\_\_ Deposit Check Received \_\_\_\_\_ (Check Number)

By my signature I agree that I will be responsible for damages because of my delivery and that River Ridge will deposit my \$500.00 check for the necessary repairs. If the cost to repair the damages is more than the deposit River Ridge Maintenance Supervisor will contact me (the property owner) and I will agree to pay for all damages that the deposit does not cover. I also agree that if my check is returned by the bank for any reason, I will pay an additional \$50.00, and no future deliveries can be made until the amount is satisfied.

*Signature of Property Owner:* \_\_\_\_\_

*Signature of Contractor:* \_\_\_\_\_

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## After Delivery is completed:

### To be filled out by the Maintenance Supervisor

Inspection for Damage completed on \_\_\_\_\_ (date) by \_\_\_\_\_

### Check the appropriate section:

\_\_\_\_\_ No Damage was found; please return check to property owner.

\_\_\_\_\_ Damage was found; deposit check for necessary repairs and notify property owner.