

**MTCC 1290 – 500 RICHMOND STREET WEST**

**ELEVATOR RESERVATION AGREEMENT**

Reservation requested by \_\_\_\_\_  
(Print first name and last name)

Suite \_\_\_\_\_

Bus Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Owner \_\_\_\_\_  
(Print first and last name)

The reservation request is for the use of the service elevator for the purpose of a move out/move in/delivery, please initial the below:.

Outgoing Resident \_\_\_\_\_

Incoming Resident \_\_\_\_\_

Delivery/Movers \_\_\_\_\_

The date and time of the reservation shall be:

\_\_\_\_\_  
(Day) (Month) (Year)

from \_\_\_\_\_ to \_\_\_\_\_ (Maximum 4 hours)

I understand and agree to the following conditions:

1. I shall deposit with the Corporation upon signing this agreement, a refundable security deposit in the amount of **\$250.00** by cash, money order or certified cheque payable to MTCC 1290. This amount will be refunded upon completion of the move and not having caused any damage to the common elements of the Corporation and upon surrender to the manager or its staff all common element keys and garage access devices in my possession.

2. I shall notify the manager or superintendent and request an inspection of the elevator immediately prior to using the elevator. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the elevator and affected common elements.

3. I shall be liable for the full cost of all repairs to any damage which may occur as a result of the use of the elevator by me or my agents. I shall accept the cost of repairs as assessed by the manager and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of repairs.

4. I shall only use the elevator during the term of the reservation.

5. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.

6. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation.

7. I agree that special care will be taken with regard to the MIRRORS that are present in the elevators. I agree that the PROTECTIVE PADS must be in place prior, during and after and/or until the completion of the final inspection.

I hereby acknowledge that I have read this Agreement and I agree to abide by the Rules of the Corporation in force from time to time.

DATED at this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

AREA INSPECTED	BEFORE	AFTER
Leading Dock Area	_____	_____
Moving Room and Doors	_____	_____
Ground Level Lobby and Doors	_____	_____
Elevator Doors/Frame	_____	_____
Elevator Cab/Pads	_____	_____ \
Corridor Floor/Walls	_____	_____
All Fixtures	_____	_____
Suite Door	_____	_____

**METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1290**

**ELEVATOR USE— APPENDIX**

1. Use of the elevator is based on advanced booking through the building

Superintendent at 416- 364-3506.

2. Use of the elevator is for deliveries, moves, etc.;

3. Elevator padding must be put in the car prior to its' use by the Superintendent;

4. The completion of the elevator reservation form and damage deposit are required in advance of the use of the elevator. If they are not completed the elevator will not be put on service for use;

5. Elevator deposit cheques (less any applicable deductions –based on an inspection completed by the Superintendent for damages upon completion of elevator use) will be returned to the user by Property Management through the mail. Deposit cheques will not be returned by the Superintendent at any time.

6. Use of the elevator is not permitted on statutory holidays of Sundays;

7. Use of the elevator must be done during the Superintendent's hours. Any delayed moves/deliveries (arrival or departure) that cause the Superintendent to remain or moves/deliveries booked outside of the Superintendent schedule hours will result in a \$30.00 per hour charge to the user, payable at the time of service. Payment can be made separately or deducted from the deposit cheque, which balance (if any), will be returned by Property Management provided that there are no further deductions;

**SKYWATER PROPERTY MANAGEMENT INC.  
416-481-5656**