



## Loading Area and Service Elevator Reservation Agreement

Reservation Requested By: \_\_\_\_\_

Unit #: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business / Cell Phone: \_\_\_\_\_

This reservation request is for the purposes of (check one):

☐ Incoming Resident (Move-in)

☐ Outgoing Resident (Move-out)

☐ Delivery

☐ Move between unit/locker

☐ Contractor Use

This reservation request requires the use of (check one):

☐ Service Elevator & Loading Area

☐ Service Elevator only

☐ Loading Area only

This reservation request is for:

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

DATE:

TIME:

A \$250.00 refundable damage deposit, **Daniels Home Management** must accompany this agreement. The deposit is refundable provided that no damage has been caused to the elevator or to any of the common elements during the move. The cost of repairing any damage will be deducted from the deposit.

For Office Use Only			
<input type="checkbox"/> Agreement Form Received	<input type="checkbox"/> \$250 Damage Deposit Received	<input type="checkbox"/> Verified Resident Information on file	<input type="checkbox"/> Reservation Added to Calendar
Date: _____	Date: _____	Date: _____	Date: _____

Residents are given 4 hours window which is more than enough to perform the move. To allow quiet enjoyment of residents the use of the elevator after 8pm is not allowed, therefore \$25 dollars charge for every 30 minutes will apply after 8pm.

## RULES

In requesting the use of the loading dock and/or the service elevator, I understand and agree to the following conditions:

1. I will be held liable for all damages by me or by my agents that may occur as a result of the use of the service elevator or loading area.
2. I will only employ professional licensed and bonded movers to conduct my move.
3. A reservation, approved by property management, is required for the use of the service elevator or loading area, and move and deliveries are permitted only in these areas.
4. All empty boxes and moving cartons are to be dismantled and removed immediately from the corridors.
5. No blockage of the corridors or the elevators is permitted, and it is my responsibility to prevent this.
6. High Park Condominium will not be held liable for any costs pertaining to the delay, if any, in my receiving the service elevator and/or loading area as booked above.
7. I am only entitled to use the service elevator and/or loading area during the term of my reservation, as defined above.
8. It is my responsibility to notify the Resident Service Director or the Concierge when I am ready for the use of the loading Area and/or service elevator for the purpose of damage inspection.

I hereby acknowledge that I have read the agreement as presented above and hereafter, I agree to the Rules and Regulations in forced by management from time to time, and I hereby accept all of the conditions contained herein and in the Rules and Regulations.

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Applicant Signature

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Date

**Inspection Report**

Area Inspected	Pre-Inspection	Post-Inspection
Loading Area		
Service Corridor		
Ground Level Doors		
Elevator Doors & Frames		
Wallpaper & Floor		
Unit Door		
All Fixtures		

Comments:

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**Pre-Inspection**

Start Time:

	Resident Signature	Date
	Concierge/RSD Signature	Date

**Post-Inspection**

End Time:

	Resident Signature	Date
	Concierge/RSD Signature	Date

**Deposit Returned**

	Resident Signature	Date
	Concierge/RSD/Manager Signature	Date

Comments:

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