



ELEVATOR RESERVATION AGREEMENT

* Tenants must supply a copy of the Lease Agreement to confirm elevator booking.

Reservation requested by: _____
(Print first name and last name)

Date: _____ Suite Number: _____

Owner: _____
(Print first name and last name)

The reservation request is for the use of the elevator for the purpose of a move in/ move out/ delivery.

Incoming/ Outgoing Resident: _____

Delivery Company: _____

The date and time of the reservation shall be: _____

Monday to Saturday:

[] 8:00am- 10:00am [] 2:00pm-4:00pm

[] 10:00am-12:00pm [] 4:00pm-6:00pm

[] 12:00pm-2:00pm [] 6:00pm-8:00pm

MOVE-IN _____ MOVE-OUT _____ DELIVERY _____

*****MOVES ARE NOT PERMITTED ON SUNDAYS, STATUTORY/ OBSERVED CIVIC/ OR MUNICIPAL HOLIDAYS.***

A security deposit in the amount of **\$500.00** in the form of a money order or certified cheque is required, and made payable to **TSCC 2444**.

Date Approved: _____ Approved by: _____

Deposit Received: [] Yes [] No

Date Received: _____



I/ we understand and agree to the following terms and conditions:

1. I shall deposit with the condominium upon signing this agreement, a refundable security/ damage deposit in the amount of \$500.00 by money order or certified cheque, payable to TSCC 2444. This amount will be refunded upon completion of the move, provided that I have not caused any damage to the common elements of the condominium.
2. I shall only use the elevator during the term of the reservation.
3. If the elevator service runs past the designated scheduled time, the Resident will be responsible for paying the condominium to assist with the elevator booking and the resident will be charged \$50.00 per hour for this service.
4. I shall notify the Property Manager or Front Desk staff and request an inspection of the elevator immediately prior to using the same. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the elevator and adjacent common elements.
5. When damage has occurred, either to the elevators or any other parts of the common elements (e.g. corridors and exterior portions of suite doors) due to activity during this Reservation, the registered unit owner and occupant of the said unit at the time of the damage was caused, shall be jointly and severally responsible to the condominium for the cost of repairing any such damage. Payment for the damage shall be deducted from the security deposit (\$) and any costs higher than the damage deposit shall be recovered from the owner and occupant within 10 days upon demand. Residents breaching these Moving Rules are subject to forfeiture of part or all of the damage deposit.
6. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
7. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation.
8. I agree that special care will be taken with regard to any mirrors that are present in the elevators. I agree that the protective pads shall be in place prior, during and until the completion of the final inspection.
9. I agree that if the garbage truck is on site, the moving truck will be moved for the time being of the garbage or recycling collection.
10. The condominium, concierge and management are not responsible in the event the service elevator is not available for your move-in, move-out or delivery due to technical breakdowns, or due to various other reasons, which are beyond our control.

I/we _____ hereby acknowledge that I/ we have read this Agreement and I/ we agree to abide by the terms, conditions and rules as stated above.

Signature: _____

Date: _____

Deposit Returned: *Resident's Signature* _____

Date _____

ELEVATOR INSPECTION REPORT

SUITE: _____ **DATE:** _____
MOVE IN _____ **MOVE OUT** _____ **DELIVERY** _____

An inspection must be completed prior to and immediately after each and every move in/out or delivery

PRE-INSPECTION			POST-INSPECTION		
Condition of Moving Area			Condition of Moving Area		
Wall Damaged	Y	N	Wall Damaged	Y	N
Floor Damaged	Y	N	Floor Damaged	Y	N
Ceiling Damaged	Y	N	Ceiling Damaged	Y	N
Doors Damaged	Y	N	Doors Damaged	Y	N
Comments:			Comments:		
Condition of Elevators			Condition of Elevators		
Floor Scratches	Y	N	Floor Scratches	Y	N
Wood Panel Scratches	Y	N	Wood Panel Scratches	Y	N
Metal Frame Scratches	Y	N	Metal Frame Scratches	Y	N
Moving Door Scratches-Interior	Y	N	Moving Door Scratches-Interior	Y	N
Moving Door Scratches-Exterior	Y	N	Moving Door Scratches-Exterior	Y	N
Hallway Door Scratches-Interior	Y	N	Hallway Door Scratches-Interior	Y	N
Hallway Door Scratches-Exterior	Y	N	Hallway Door Scratches-Exterior	Y	N
Floor Buttons Scratched	Y	N	Floor Buttons Scratched	Y	N
Comments:			Comments:		
Condition of Hallway Corridors			Condition of Hallway Corridors		
Wall Paper Damaged	Y	N	Wall Paper Damaged	Y	N
Paint Damaged	Y	N	Paint Damaged	Y	N
Lights Damaged	Y	N	Lights Damaged	Y	N
Floor/Carpet Damaged	Y	N	Floor/Carpet Damaged	Y	N
Suite Entry Door Damaged	Y	N	Suite Entry Door Damaged	Y	N
Suite Entry Door Frame Damaged	Y	N	Suite Entry Door Frame Damaged	Y	N

Booking Date and Time: _____
Inspection Time: _____
Inspection By: _____

Booking Date and Time: _____
Inspection Time: _____
Inspection By: _____

Notes:
