

ELEVATOR RESERVATION

Resident Name _____ Building _____ Suite _____

cell _____ business _____ email _____

forwarding address _____

NOTE Reservation for move out can only be confirmed by money order or certified cheque payable to TSCC1551**Booking Days & Times**

Elevators are available Mondays to Saturdays between 9:00 am and 6:00 pm (no Sundays and public holidays).

Date of reservation _____ day of the week _____

Purpose (please circle one below)

move in

move out

delivery

Each reservation is for a period of 3 hours (please circle the time slot below)

09:00 – 12:00

12:00 – 15:00

15:00 – 18:00

By signing where indicated below, I hereby accept full responsibility for any damages caused as a result of my movers, contractors, and/or agents.

I further agree that any damages, however caused to the elevators and/or common areas, shall be repaired and the costs of such repairs shall be borne solely by me. Any and all invoices presented to me in connection to the repairs of any and all damages will be paid in full within fourteen (14) business days.

I further agree and shall ensure that all waste material will be disposed of offsite.

Signature _____ Date _____

Management Report

Fee of \$117 paid by _____ cheque _____ certified cheque _____ money order received on _____ (date)

Deposit of \$150 received on _____ (date) returned on _____ (date)

New Tenant Form _____ yes _____ no

New Owner's Agreement of Purchase and Sale _____ yes _____ no

18 Beverley Street, Toronto, ON M5T 3L2

Management Office 416.597.0329 | management@phoebeonqueen.com | admin@phoebeonqueen.comBeverley Concierge 416.597.0086 | beverley@phoebeonqueen.comSoho Concierge 416.597.0012 | soho@phoebeonqueen.comF 866.316.1772 | www.phoebeonqueen.com

INFORMATION & INSPECTION FORM

Date _____

Resident Name _____ Building _____ Suite _____

Moving Company _____ License Plate _____ Province _____

INSPECTION AREA	PRE MOVE/ DELIVERY	POST MOVE/ DELIVERY	COMMENTS
Back Laneway Area			
Moving Room			
Lobby Area			
Lobby Doors			
Lobby Walls			
Elevator Doors			
Elevator Frames			
Elevator Padding Up			
Corridor Floors			
Corridor Walls			
Suite Door Frames			
All Carpets			
All Light Fixtures			

Pre-Inspection		Post-Inspection	
Concierge Initials	Resident Signature	Concierge Initials	Resident Signature