

## **SERVICE ELEVATOR RESERVATION AGREEMENT TSCC 1834**

**12 Yonge Street Toronto, On M5E 1Z9**

Reservation requested by: \_\_\_\_\_

Suite Number: \_\_\_\_\_ Home /Business Phone: \_\_\_\_\_

Incoming/Outgoing Resident's Name: \_\_\_\_\_

The corporation agrees to permit the applicant(s) to use the Service Elevator for the purpose of:

Move out \_\_\_\_\_, Move In \_\_\_\_\_, Delivery \_\_\_\_\_

The Service Elevator is requested for use at the following date and times:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**10:00 AM to 12:00 PM** \_\_\_\_\_

**2:00 PM to 4:00 PM** \_\_\_\_\_

**12:00 PM to 2:00 PM** \_\_\_\_\_

**7:00 PM to 9:00 PM** \_\_\_\_\_

The undersigned understands and agrees to the following terms and conditions:

### **SERVICE ELEVATOR RESERVATION AGREEMENT**

- Move In can ONLY be booked by concierge Supervisor or Property Management Office.
- \$200.00 deposit MUST be left with the concierge for all Elevator uses.

Booking MUST be made 24 hours in advance.

Certain days on the calendar are being "Blocked Out" for garbage service and Recycling pick up. NO conflicting moves or deliveries with this can be booked.

A booking period is two (2) hours long for Move-In and for Move Out. A time period of two (2) hours is given for the purpose of delivery.

Moving and Delivery vehicle are REQUIRED to park in the north side of each building in the loading dock / garbage pick up areas. Residents are NOT allowed to use the spots at any time. They will be ticketed and towed.

All corridors, hallways, and elevator surfaces will be inspected by the concierge BEFORE and AFTER move in, move out and delivery.

Resident will complete an Elevator Inspection form before and after or no deposit will be returned.  
Elevator pads must be used at all times.

#### **Service Elevator hours are as follows:**

**Monday – Sunday** 10:00am to 12:00pm, 12:00pm to 2:00pm, 2:00pm to 4:00pm, 7:00pm – 9:00pm

Service Elevator is a first come first serve basis. Anyone can make a tentative booking, but only Confirmed bookings will be allowed.

Service Elevator Booking are considered Confirmed when a deposit has been made , and for purpose of Move In, management's or supervisor approval has been given in addition the resident has been registered with the Management Office.

**TEL: 416-601-1600**

**FAX: 416-601-1601**

Area To Inspect	Pre-Inspection	Post-Inspection	
<b>Mirrors</b>			
<b>Floor(Carpet)</b>			
<b>Doors</b>			
<b>Moving Room</b>			

The undersigned hereby acknowledges that this agreement has been read and that he or she accepts all terms and conditions contained herein. For residents moving into a residential unit in the building, signing this agreement confirms agreement to abide by all the Rules and Regulations in force in the Condominium.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For the corporation \_\_\_\_\_ Date: \_\_\_\_\_

\$200.00 Attached \_\_\_\_\_ Date: \_\_\_\_\_

Elevator Inspection Report Received \_\_\_\_\_ Date: \_\_\_\_\_

\$200.00 Returned \_\_\_\_\_ Date: \_\_\_\_\_

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Forwarding Address of Outgoing Resident:

Street: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_

Home Telephone Number: \_\_\_\_\_ Business Telephone Number: \_\_\_\_\_

Deposit

Cheque _____
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Property Management Inc.

## MOVING DAY FORM

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Suite #: \_\_\_\_\_

Name of Resident: \_\_\_\_\_

We, \_\_\_\_\_ have inspected the elevator and moving areas today with the Superintendent and found it to be in clean and reasonable condition. We agree that if any damages are incurred during our move the charges relating to repair will be deducted from the \$\_\_\_\_\_ deposit.

Resident's Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

DESCRIPTION OF AREA	DETAILS OF FINDINGS BEFORE	DETAILS OF FINDINGS AFTER
<b>GROUND FLOOR</b>		
Elevator Doors Interior		
Elevator Doors Exterior		
Elevator Floor		
Moving Pads		
Moving Hall Floors		
Cleanliness of Moving Hall		
Moving Room Doors		
Moving Hall Walls/Ceiling		
<b>“ “ FLOOR</b>		
Elevator Doors & Trim		
Carpet		
Wallpaper		
Suite Door		
Garbage Room		
Other Comments		