

SERVICE ELEVATOR RESERVATION AGREEMENT TSCC 1788

16 Yonge Street Toronto, On M5E 2A1

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

WEDNESDAYS: 12:00pm to 2:00pm, 2:00pm to 4:00pm, 7:00pm to 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

Inspections:

Area To Inspect	Pre-Inspection	Post-Inspection	
Mirrors			
Floor(Carpet)			
Doors			
Moving Room			

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: _____

Forwarding Address of Outgoing Resident:

Street: _____ City: _____ Province: _____ Postal Code: _

Home Telephone Number: _____ Business Telephone Number: _____

Deposit

Cheque _____



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
GROUND FLOOR		
Elevator Doors Interior		
Elevator Doors Exterior		
Elevator Floor		
Moving Pads		
Moving Hall Floors		
Cleanliness of Moving Hall		
Moving Room Doors		
Moving Hall Walls/Ceiling		
" " FLOOR		
Elevator Doors & Trim		
Carpet		
Wallpaper		
Suite Door		
Garbage Room		
Other Comments		