



AT TIP TOP

TORONTO STANDARD CONDOMINIUM CORPORATION NO. 2138

## **ELEVATOR RESERVATION AGREEMENT**

\*\*For Tenants: Please provide a copy of Lease Agreement to confirm elevator booking (for new move-ins only)

Suite No.: \_\_\_\_\_

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

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Date Requested for Elevator:** \_\_\_\_\_

**Time Requested** (*please select one*):

**9:00 am – 12:00 noon** ☐

**12:00 noon – 3:00 pm** ☐

**3:00 pm - 6:00 pm** ☐

**Select one of the following:**

☐ Move-In

☐ Move-Out

☐ Delivery

If delivery, please indicate company name and type of delivery: \_\_\_\_\_

**NO MOVING ON SUNDAY'S or STATUTORY HOLIDAYS or during peak RUSH HOUR(S)**

**\$300.00 Security Deposit is required and made payable to TSCC 2138.**

**MOVE-OUTS require a MONEY ORDER or CERTIFIED CHEQUE deposit.**

**Move-Ins and Deliveries** can be in the form of personal cheques.

Security is NOT permitted to accept cash.

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

Approved By: \_\_\_\_\_

**Cheque Received:** YES ☐ NO ☐

## **MOVING RULES:**

Only the Tower Service Elevator (#1) is permitted to be used for moving and deliveries etc. Moving via the Podium elevators is not permitted. Townhouse residents are permitted to move in through their exterior door.

Use of the Service Elevator is subject to availability. Busy times at the end of months must be booked well in advance. Make reservations at least 2 weeks (14 days) prior to the requested date.

Moving hours must be strictly adhered to. Moving hours blocked time is from 9:00 am to 12:00 noon and 12:00 noon to 3:00 pm and 3:00 pm to 6:00 pm Monday through Saturday. Sunday and statutory holidays moving is not permitted.

As a courtesy, deliveries will be accommodated during move in/outs with the understanding that the delivery contractor may experience time delays in waiting for the elevator between the movers loads.

No moves or deliveries are permitted across or through the Main Lobby with the exception of ground floor suites (to and from the loading dock only). Under no circumstances shall deliveries or moving be done from the garage parking levels or through any access door other than the loading dock door and moving elevator.

Building staff must protect the elevator car with proper pads put in place prior to the commencement of the move or delivery. Elevator Doors should not be propped open, hand held or block as this will cause damage to the elevator.

The Corporation, Security and Management are not responsible in the event the service elevator is not available for your move-ins, move-outs or delivery due to technical breakdowns, or due to various other reasons, which are beyond our control.

When damage has occurred, either to the elevators or to 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 the occupant of the said unit at the time the damage was caused, shall be jointly and severally responsible to the Corporation for the cost of repairing any such damage. The unit owner is responsible for damage caused by their occupants. Payment for the damage shall be deducted from the Security Deposit (\$300.00) and any costs higher than the damage deposit shall be recovered from the unit owner within seven (7) days upon demand. Residents breaching these Moving Rules are subject to forfeiture of part or all of the Damage Deposit.

***Call the Concierge Desk in the morning to confirm that the elevator is in working condition.***

***If your move will be delayed, please notify the Concierge Desk at (416)598-2437 TO MAKE ALTERNATE ARRANGEMENTS.***

The resident must sign acceptance of these terms and Rules prior to being permitted use of the Service Elevator for this Reservation Period.

I \_\_\_\_\_ have read and agree to the above terms, conditions and rules.

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

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

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### **If moving out please fill out the following:**

Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**DEPOSIT RETURNED:** *(please circle one)*

YES

NO

Resident

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 and delivery.

<b>PRE-Inspection</b>		
Condition of Moving Area		
Paint Damaged	Y	N
Floor Damaged	Y	N
Ceiling Damaged	Y	N
Tiles Damaged	Y	N
Doors Damaged	Y	N
<b>Comments:</b>		
Condition of Elevators		
Floor Scratches	Y	N
Wood Panel Scratches	Y	N
Metal Frame Scratched	Y	N
Mirror Damaged	Y	N
Moving Door Scratches - Interior	Y	N
Moving Door Scratches - Exterior	Y	N
Hallway Door Scratches - Interior	Y	N
Hallway Door Scratches - Exterior	Y	N
Floor Buttons Scratches	Y	N
<b>Comments:</b>		
Condition of Hallway Corridors		
Wallpaper Damaged	Y	N
Paint Damaged	Y	N
Lights Damaged	Y	N
Floor/Carpet Damaged	Y	N
Suite Entry Door Damaged	Y	N
Suite Entry Door Frame Damaged	Y	N
<b>Comments:</b>		

TIME IN: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date & Time of Inspection: \_\_\_\_\_

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

<b>POST-Inspection</b>		
Condition of Moving Area		
Paint Damaged	Y	N
Floor Damaged	Y	N
Ceiling Damaged	Y	N
Tiles Damaged	Y	N
Doors Damaged	Y	N
<b>Comments:</b>		
Condition of Elevators		
Floor Scratches	Y	N
Wood Panel Scratches	Y	N
Metal Frame Scratched	Y	N
Mirror Damaged	Y	N
Moving Door Scratches - Interior	Y	N
Moving Door Scratches - Exterior	Y	N
Hallway Door Scratches - Interior	Y	N
Hallway Door Scratches - Exterior	Y	N
Floor Buttons Scratches	Y	N
<b>Comments:</b>		
Condition of Hallway Corridors		
Wallpaper Damaged	Y	N
Paint Damaged	Y	N
Lights Damaged	Y	N
Floor/Carpet Damaged	Y	N
Suite Entry Door Damaged	Y	N
Suite Entry Door Frame Damaged	Y	N
<b>Comments:</b>		

TIME OUT: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date & Time of Inspection: \_\_\_\_\_

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

**PADS ARE TO BE PUT IN PLACE HALF AN HOUR PRIOR TO THE SCHEDULED MOVE IN/OUT OR DELIVERY AND REMOVED IMMEDIATELY AFTERWARDS.**