

METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1307

ELEVATOR RESERVATION SHEET

Reservation Request By

_____ (please print first and last name)

Outgoing Resident _____

Incoming Resident _____

Suite # _____

Business Phone: _____ Home Phone: _____

The reservation request is for the use of an elevator for the purpose of a move out _____ or move in _____.
(Please check one only)

The request date and time of the use of an elevator shall be:

DAY: _____
MONTH: _____

From: 8:00am to 11:00am _____
11:00am to 2:00pm _____
2:00pm to 5:00pm _____
5:00pm to 8:00pm _____ (Check one)

I understand and agree to the following conditions:

1. I agree to deposit with the Corporation upon signing this agreement, a **refundable security deposit of \$200.00** by cheque payable to **MTCC 1307**. This amount will be refunded upon the completion of the move and not having caused any damage to common elements of the Corporation.
2. I also agree to pay the Corporation upon signing this agreement, a **non-refundable move-in fee of \$200.00** by cheque payable to **MTCC 1307**. This amount will be a **one-time fee for moving in**.
3. I will be held liable for all damages which may occur as a result of the use of the elevator by me or my agents.
4. I will only employ professional licensed and bonded movers to conduct my move.
5. Moves in or out may be made only by appointment, approved by the management office.
6. It is understood and agreed that should our movers arrive two (2) hours after the scheduled start time of our move as indicated above, the move will not be allowed and will have to be re-scheduled for another day.

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7. I agree that all moves must be made through the designated move-in area. No items of any type or description are allowed to be moved through the main lobby doors.
8. All empty and moving cartons are to be dismantled and removed immediately from lobby and corridors.
9. No blockage of corridors or in front of elevators will be allowed.
10. The Corporation and/or its agents will not be held liable for any costs pertaining to the delay, if any, in our receiving the elevator as booked above.
11. Pertaining to a move out only, I agree to return to management all access cards, keys, parking clickers where applicable. Failure to do so will forfeit the return of my elevator security deposit.

I HERBY ACKNOWLEDGE that I have read the agreement as presented above and hereafter, I agree to the Rules and Regulation in force in the condominium from time to time and I hereby accept all of the conditions contained herein and in the Rules and Regulations.

Applicants Signature_____
Date_____
Approved by_____
Date

AREA INSPECTED

BEFORE

AFTER

OFFICE USE ONLY

Lobby and Doors

Elevator Doors/Frame

Elevator Cab/Pads

Corridor Floor/Walls

All Fixtures

Suite Door

Inspected by: _____

Security Deposit:

Received \$ _____

Cheque # _____

I, _____, hereby acknowledge receiving my security deposit of \$_____ on

This _____ day of _____, 20 ____.

I hereby acknowledge receipt of the returned cards, keys and/or remote controls.

Cards Returned _____

Keys Returned _____

Remote Controls Returned _____

Management, MTCC 1307_____
Date