



## **ELEVATOR RESERVATION REQUEST**

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

Date: \_\_\_\_\_  
Month Day Year

### **Building Address:**

☐ The Blue Tower (88 Park Lawn Road)      ☐ The Green Tower (90 Park Lawn Road)

### **Contact Information:**

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

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

### **Elevator Request Information:**

**\*\* MAXIMUM 2.5 HOURS – IT IS RECOMMENDED MOVERS ARRIVE UP TO 30 MINUTES EARLY TO PARK, ANNOUNCE THEIR ARRIVAL AND SET UP \*\***

☐ Move -In      ☐ Move - Out      ☐ Delivery

Date Requested: \_\_\_\_\_  
Month Day Year

Time Requested: (Please Check One)

☐ 9:00 a.m. – 11:30 a.m.

☐ 11:30 a.m. – 2:00 p.m.

☐ 2:00 p.m. – 4:30p.m.

☐ 4:30p.m. – 7:00 p.m.

☐ 7:00p.m. – 9:30 p.m.

## **RULES GOVERNING MOVING/DELIVERIES**

To ensure against any difficulties, the following rules must be carefully adhered to every time that a move or delivery is taking place.

- Hours of Operation are 9:00 a.m. to 9:30 p.m. Monday through Saturday.
- A security deposit cheque shall be issued in the amount of two hundred dollars (\$200.00).
- Moves are not permitted on Sundays or Statutory Holidays.
- I agree that moves in's or move- out's may be made only by appointment with the property management staff in advance before the required time. Please keep in mind that it is extremely important that you arrange an elevator booking with the management office well in advance of your move to ensure the ideal time slot for you is available.
- It is understood and agreed that the moving times must be adhered to strictly.
- I shall be liable for the full cost of all repairs to any damage which may occur as a result of the use of the elevator by me or my agents. I shall accept the cost of repairs as assessed by the manager and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of the repairs.
- I agree that all empty boxes and moving cartons are to be dismantled and removed immediately from corridors. The building cleaners are not responsible to discard empty cartons/boxes. Please do not leave cartons/boxes in the garbage chute room on the floor. Dismantled cartons/boxes are to be taken to the garbage room on the main floor for disposal.
- I agree that no blockage of corridors or in front of the elevators will be allowed.
- I agree that the corporation and/or its agent will not be held liable for any costs pertaining to a delay, if any, in my receiving the elevator as booked above.
- I agree to advise the security staff after the completion of the move so that an inspection can be completed.
- The acknowledgement below must be signed at the time when elevator is booked and must be accompanied by the deposit to the management office.

I hereby acknowledge that I have read this Agreement and I agree to abide by the Elevator Reservation Rules of the Corporation.

Dated on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

---

Owner/Tenant Name

---

Signature