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Registration Received

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Deposit Received

ELEVATOR RESERVATION AGREEMENT

RESERVATION REQUESTED BY: _____

SUITE NO. _____

HOME PHONE: _____

BUSINESS/MOBILE PHONE: _____

DATE OF MOVE / DELIVERY _____

FOB #'s OF ALL RESIDENTS MOVING OUT _____

TIME REQUESTED (please check one): **8:00 a.m. to 11:00 a.m.** _____

11:00 a.m. to 2:00 p.m. _____

2:00 p.m. to 5:00 p.m. _____

5:00 p.m. to 8:00 p.m. _____

I understand and agree to the following terms and conditions:

1. Elevator must be reserved for move-ins, move-outs and large deliveries.
2. I will be held liable for any and all damages to common elements of the Condominium that may occur as a result of any move, delivery or use of the elevator by me, members of my family, guests, employees, or agents. I will be responsible for the full cost of damage repairs, and if such cost exceeds the amount of the damage deposit I will be charged for the outstanding amount.
3. A refundable damage deposit of \$500.00 by cheque or money order (**no cash**), payable to Pinnacle International (Adelaide St.) Ltd., is to be submitted to the Property Management Office upon signing this Agreement.
4. This deposit amount will be refunded upon completion of the move/delivery, provided that:
 - a. No damage to the common elements of the Condominium was caused;
 - b. Owner(s)/Resident(s) have signed the completed Elevator Inspection Form after the move/delivery is finalized and the inspection is conducted by the Concierge.
 - c. No old materials of any type including appliances, furniture etc. was left on site. (This means that any item of furniture or appliance or any other materials left for disposal in the building will result in loss of the total deposit.)
5. The damage deposit cheque may be picked up from the Concierge Desk five (5) business days after the move/delivery is completed.
6. The damage deposit cheque / money order will be destroyed if left with the Condominium for three (3) months or longer. I understand that it is my responsibility to retrieve the cheque / money order from the Condominium.

295 Adelaide Street West, Toronto, ON M5V 0L4

Phone: 416-314-1106 Fax: 416-597-2392 E-mail: pinnacleadelaide.apm@delcondo.com

7. Elevator can only be booked via Property Management Office. After September 17, 2014 the Concierge will do all bookings.
8. Elevators must be reserved a *minimum* of 48 hours in advance. Persons without reserved times will not be allowed to move unless or until time is available.
9. Elevators may be booked for a *maximum* of three (3) hours.
10. During the initial move-ins, elevator booking will be allowed daily, including Sundays and Statutory Holidays (excluding December 24 and 25) between 8:00 a.m. and 8:00 p.m. Later on, elevator booking will NOT be allowed on Sundays and Statutory Holidays. The hours may also change.
11. Elevator reservation is done on a first come first served basis. All reservations are considered tentative until the required documents are submitted to the Property Management Office. The elevator booking is considered confirmed when the signed Agreement and the damage deposit cheque are provided and the booking is approved by the Property Management. In case of move-in, such approval will be granted *only* after the Owner(s)/Resident(s) have been registered with the Property Management Office. **Only confirmed bookings will be allowed.**
12. Owner(s)/Resident(s) must see the Concierge prior to and after a move/delivery for the purpose of conducting an inspection, to determine if any damage was caused. All common elements through which the move/delivery takes place (including main lobby, corridors, hallways, elevator surfaces, doors, floors, etc.) will be inspected by the Concierge BEFORE and AFTER move / delivery and the pre and post inspection report will be prepared for signing by both the Concierge and Owner(s)/Resident(s). In case of damage resulting from the move / delivery, the damage deposit will be applied towards the cost of repairs.
13. All moving operations shall be conducted through the use of the Loading Dock/Holding Room located next to the entrance to the Underground Parking Garage on the south-west side of the building. **No moves / deliveries are to be done through the lobby doors.** The movers/delivery persons must announce their arrival to the Concierge prior to initiating the move.
14. Movers who arrive after the scheduled starting time listed above will not be allowed to continue further than the hours already booked, Owners/Residents must instruct their delivery/moving personnel.
15. All empty boxes and moving cartons are to be flattened and removed immediately from the corridors as soon as the move/delivery is completed and taken to the Holding Room.
16. I understand that my move/delivery may be delayed due to circumstances beyond the Condominium's control. The Condominium, it's Employees, Agents, Contractors and Property Management will not be liable for any costs incurred by me due to such delay in my receiving the elevator as booked.

I HEREBY ACKNOWLEDGE that I have read this Agreement as presented above and I accept all the terms and conditions contained herein. For Owner(s)/Resident(s) moving into a residential unit in the building, signing this Agreement confirms their consent to abide by all the Rules and Regulations in force in the Condominium.

Applicant's Signature: _____

Date: _____

For Office Use:

Application Accepted by: _____

Date: _____

Damage Deposit Cheque is attached _____

Cheque No. _____

Inspection Completed and Signed Report Received by: _____

Damage Deposit Picked up by: _____

Date: _____