



### **T.S.C.C. 1978 ELEVATOR RESERVATION AGREEMENT**

<b>RESIDENT NAME:</b> (PLEASE PRINT CLEARLY)		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant
<b>SUITE NUMBER:</b>	<b>TELEPHONE NUMBER:</b>	
<b><u>IF YOU ARE NOT THE UNIT OWNER, YOU MUST PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE OWNER:</u></b>		
<b>DATE OF MOVE:</b> (subject to availability)	<b>TIME OF MOVE :</b> (subject to availability)	
<b>TYPE OF MOVE:</b> <input type="checkbox"/> Move In <input type="checkbox"/> Delivery <input type="checkbox"/> Move Out	<b>FORWARDING ADDRESS:</b>  <b>TELEPHONE NO.:</b>	
<b>CONTRACTOR/MOVING COMPANY NAME:</b>		
<b>CONTRACTOR/MOVING COMPANY TELEPHONE NUMBER:</b>		

### **RULES GOVERNING MOVES AND 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 9:00 p.m. Monday through Friday; 9:00 a.m. to 6:00 p.m. on Saturday and Sundays.
- Moves are not permitted on Statutory Holidays, or Observed Civic or Municipal Holidays.
- The elevator may be booked for a maximum of four (4) consecutive hours during the week, and three (3) consecutive hours on the weekend.
- I agree to deposit with the Corporation upon signing this agreement and when moving into or out of the building, or when moving from one floor to another, or when receiving a delivery, a refundable security deposit of \$500.00, payable to T.S.C.C. 1978 by certified cheque. This amount will be refunded as soon as practical provided no damage or loss has been caused to the common elements of the Corporation, and no garbage has been left on the common elements. Damage to or loss of the Corporation's property is the responsibility of the resident/owner.
- I agree to be held liable for all damages, which may occur as a result of the use of the elevator, by my agents or me.
- I agree that the elevator may only be booked by appointment with the concierge staff at least 24 hours before the required time. They may be reached by telephone at 416-535-0072.
- It is understood and agreed that moving times must be adhered to strictly.

- For all new residents moving into the Toy Factory Lofts, the elevator will only be placed on service upon receipt of fully completed registration forms.
- I agree that all moves must be made through the loading dock entrance. No items of any type or description are allowed to be moved through the main lobby doors. No goods are to be stacked in or against the walls of the lobby, or any other common area of the building.
- 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 dispose of cardboard down the garbage chute, or leave cartons/boxes on the garbage chute room floor. Dismantled cartons/boxes are to be taken to the moving room on the ground floor for disposal. **No furniture (including mattresses) or oversized garbage may be left in the garbage room or on the premises.**
- I agree that no blockage of fire routes or access areas will be allowed.
- I agree that the Corporation and/or its agent will not be held liable for any costs pertaining to a delay or cancellation, if any, in my receiving the elevator as booked above.
- I agree to advise the concierge staff after the completion of the move so that an inspection can be completed and the elevator pads removed.
- If I fail to advise the concierge staff at the time of completion I understand I will be responsible for any damages created after I complete my move.
- The acknowledgement below must be signed at the time when elevator is booked and must be accompanied by the deposit.

I hereby acknowledge that I have read this Agreement and I agree to abide by the terms and conditions noted, along with the Rules of the Corporation.

Date at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Owner/Tenants Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Suite #: \_\_\_\_\_

To be completed by Toy Factory Staff:

Date Deposit Received: \_\_\_\_\_ By: \_\_\_\_\_

**Area Inspected BY:** \_\_\_\_\_ **BEFORE** **AFTER**

Loading Area \_\_\_\_\_

Moving Room and Doors \_\_\_\_\_

Ground level Lobby and Doors \_\_\_\_\_

Elevator Doors/Frame \_\_\_\_\_

Elevator Cab/Pads \_\_\_\_\_

Corridor Floor/Wall \_\_\_\_\_

All Fixtures \_\_\_\_\_

Suite Door \_\_\_\_\_