



TORONTO STANDARD CONDOMINIUM CORPORATION NO.1659

# MOVE IN/OUT/DELIVERY BOOKING FORM

PLEASE CHECK ONE:  Owner OR  Tenant

SUITE \_\_\_\_\_

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

Moving →  In  Out  Delivery

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

Daytime Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**There is absolutely NO moves on Monday or Thursday before 4:00 pm at 2087 Lake Shore Blvd W. and absolutely NO moves on Sundays or Statutory Holidays**

**Elevator Booking Times** (Please Check)  8a.m. - 12p.m.  12p.m - 4 p.m.  4 p.m. - 8 p.m.

All move ins/outs or deliveries may be made **only** by appointment, with the Concierge Desk at: 416-503-8331 for 2095 Lake Shore Blvd (South Tower) or 416-259-5143 for 2087 and 2083 Lake Shore Blvd. (East and West Towers).

Arrangements for booking the elevators should be made at least two weeks in advance; a damage deposit cheque is required to secure the booking. All deliveries require 48 hours notice. All residents must complete this required form and leave a security deposit prior to booking the elevator.

I fully understand that the \$250.00 CHEQUE (payable to T.S.C.C 1659) left in deposit with the Corporation will be forfeit if my movers; contractors or agents cause by their actions or negligence any damage to the Corporation Property, or leave behind any waste materials.

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.

It is understood and agreed that should movers arrive late, or after the scheduled starting time of the move/delivery as indicated above, the move/delivery will not be allowed and will have to be re-scheduled for another day and time. In addition, any scheduled moves/deliveries must end at the allotted time as there are other bookings scheduled.

Elevator pads will be put up before the move/delivery by the Concierge/Superintendent. The area will be inspected before and after each move/delivery by the Concierge/Superintendent. All moves and deliveries must be made through designated areas.

No blockage of corridor or in front of elevators will be allowed.

All empty boxes and moving cartons are to be dismantled and removed immediately from corridors. Any large boxes must be broken down and taken to the Recycle Room (speak to Concierge for location).

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.

I HEREBY ACKNOWLEDGE that I have read the agreement as presented above and hereafter, I agree to the Rules and Regulations in force in the Condominium and I hereby accept all of the conditions contained herein and in the Rules and Regulations.

\_\_\_\_\_  
Owner/Tenant Signature

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

**CONCIERGE USE ONLY**

<b>Inspection Area Before the Move</b>	<b>Inspection Area After the Move</b>
Move in/out/delivery area	Move in/out/delivery area
Corridor to the elevator	Corridor to the elevator
Elevator	Elevator
Elevator Lobby	Elevator Lobby
Corridor to Suite - Walls, Carpet, etc.	Corridor to Suite - Walls, Carpet, etc.
Suite Door	Suite Door
	Boxes/items left behind
Inspected By: _____ Date: _____ Owner/Primary Resident Signature below: _____	Inspected By: _____ Date: _____ Owner/Primary Resident Signature below: _____

Deposit Cheque Received By \_\_\_\_\_

Date Deposit Cheque Received \_\_\_\_\_

Cheque Returned \_\_\_\_\_  
 Owner/Primary Resident Signature

\_\_\_\_\_  
 Concierge Name