

ELEVATOR RESERVATION AGREEMENT

This reservation request is for the use of the service elevator for the purpose of a move-in/move-out delivery and for any large item deliveries that require the use of a service elevator.

Unit / Suite number _____ Locker Unit number _____

Owner _____ Reservation requested by _____

Home tel () _____ Bus tel () _____ Cell () _____

Outgoing Resident _____

Incoming Resident _____

Delivery / Movers _____

Date & time of reservation is _____ / _____ / _____ from _____ am/pm to _____ am/pm
Day Month Year

Reason for elevator use: () Move-in () Move-out () Delivery () Renovations
 () Other – specify _____

I understand and agree to the following conditions:

1. I shall deposit with Toronto Standard Condominium Corporation No. 1435 upon signing this agreement, a refundable security / damage deposit in the amount of **\$150** by cheque, money order or certified cheque payable to TSCC 1435. This amount will be refunded upon completion of the move, provided that I have not caused any damage to the common elements of the Corporation and, if applicable, upon surrender to the Property Manager or its staff all common element keys, key fobs and garage access devices in my possession.
2. I shall notify the Property Manager or Security at the Concierge Desk, and request an inspection of the elevator immediately prior to using the elevator. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the elevator and affected common elements.
3. I shall only use the elevator during the term of the reservation, as set out above.
4. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
5. I agree that special care will be taken with regard to the finishings in the elevators. I agree that the protective pads must be in place until the completion of the final inspection.
6. I hereby acknowledge that I have read this Agreement and I agree to abide by the rules of the Corporation in force from time to time.
7. A maximum of 4 hours is allowed per elevator reservation agreement.
8. Move-ins/move-outs can be done during Monday to Saturday 8am to 8pm, except during legal holidays that fall during those days.
9. A resident information form must be completed prior to this agreement being accepted.
10. If a tenant is making the request, then a 'Form 5' Summary of Lease must be completed by the owner and/or tenant before this agreement is accepted.

DATED this _____ day of _____, 201____ Applicant's Signature _____
Day Month Year

OFFICE USE ONLY – AREA INSPECTED	Before	After
Loading dock area	_____	_____
Moving room & doors	_____	_____
Ground level lobby & doors	_____	_____
Elevator doors / frame / interior / pads	_____	_____
Corridor floors / walls / fixtures	_____	_____

NOTE ANY DAMAGES after move / delivery: _____

Checked by: _____ Date & time checked: _____