

TSCC 2335 ELEVATOR RESERVATION AGREEMENT

Reservation requested by _____ (Print first and last name)	Suite# _____	
Bus. Phone # _____	Home Phone# _____	Cell # _____
Date: _____	Time: from _____	to _____
Delivery <input type="checkbox"/>	Move IN <input type="checkbox"/>	Move OUT <input type="checkbox"/>

ELEVATOR BOOKING DAYS AND TIME:

MONDAY TO FRIDAY: 9:30 AM TO 12 NOON _____

MONDAY TO FRIDAY: 1:00 PM TO 4:00 PM _____

SATURDAY: 9:00 AM TO 12:00 NOON _____

NOTE: NO BOOKINGS ALLOWED ON WEEKDAY EVENING, SATURDAY AFTERNOON, SUNDAYS AND PUBLIC HOLIDAYS

Outgoing Resident:

Name (print first & last name) _____ Phone# _____

Forwarding Address: Street _____ Postal Code: _____

City _____ Country: _____

I understand and agree to the following conditions:

1. I shall deposit with the Corporation upon signing this agreement, a refundable security deposit in the amount of **\$ 300.00** by money order or certified cheque payable to **TSCC 2335**. This amount will be refunded upon completion of the move and not having caused any damage to the common elements of the Corporation. Cash will be accepted only if prior consent obtained from Management.
2. I shall notify the Management 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 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 Corporation and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of the repairs.

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4. I shall agree and acknowledge that I will also be responsible for any amounts incurred by the Corporation in excess of the deposit amount.
5. I shall only use the elevator during the term of the reservation, or-else a penalty will be charged.
6. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
7. I shall not obstruct corridors and elevator lobbies, laneways and garage ramp prior to, during or after the term of the reservation (see enclosed map for parking location of your moving truck).
8. I agree that the PROTECTIVE PADS must be in place prior, during and after and/or until the completion of the final inspection.
9. I agree that I will not leave any furniture in the building unattended. If the Corporation has to remove or dispose the furniture on my behalf, I agree to compensate the Corporation for any charges incurred.

I hereby acknowledge that I have read this Agreement and I agree to abide by the Rules of the Corporation with respect to the use of the service elevator for moves or deliveries.

Signature _____ Date _____

Return of Deposit:

Print Name _____	Date deposit received: _____
Signature _____	

2 Gladstone and 8 Gladstone
Parking location of your moving truck



Parking location of your moving truck. Make sure your truck does not block the entrance of the ramp.