



ELEVATOR RESERVATION REQUEST & CONFIRMATION FORM

All moves must be completed between the hours of 10:00 a.m. to 6:00 p.m from Monday through to Saturday. No moves/deliveries Sundays and Statutory Holidays.

The elevator may only be booked for a maximum of 3 (three) consecutive hours.

Elevators are reserved on a first-come, first-serve basis.

A security deposit in the amount of \$300.00 must be posted. Cheques should be made payable to 832 Bay Properties Ltd.

Upon arrival and completion, please contact the concierge/concierge desk who will then place the elevator on service or return the elevator to normal operation. Movement of goods is ONLY permitted via the designated elevator.

FIRE ROUTES and/or ACCESS AREAS must be clear of all vehicles and moving trucks.

For all residents moving into Burano, the elevator will only be placed into service upon receipt of fully completed registration forms.

Please do not prop the suite/balcony doors open during your move as this will create a vacuum within the building and may cause the elevator to go out of service.

Should the service elevator become non operational due to technical difficulties (before, during or after your move), another elevator **WILL NOT** be placed into service. The Declarant, Property Management Office, Corporation, Board of Directors and their employees **WILL NOT** be responsible for any delays or additional expense(s) whatsoever incurred with your potential inability to move into or out of Burano.

All cardboard boxes must be broken down and placed into the bin marked cardboard only.
No furniture (including mattresses) or oversized garbage may be left in the garbage room

or on the premises. Violators may be subject to a fine which will be added to the unit owner's contribution toward common expenses.

PLEASE BE ADVISED THAT YOU WILL BE RESPONSIBLE FOR ANY AND ALL DAMAGE CAUSED DURING YOUR MOVE INCLUDING COSTS ASSOCIATED WITH ANY GARBAGE IMPROPERLY DISPOSED OF. ALL COSTS WILL BE DEDUCTED FROM YOUR DAMAGE DEPOSIT AND/OR ADDED TO THE UNIT OWNER'S CONTRIBUTION TOWARDS COMMON EXPENSES AND WILL BE COLLECTED AS SUCH.

I understand and agree to provide Property Management with all information required by the Corporation which relates to the occupants of the suite. All information will be added to the Entry phone after the information sheet has been completed.

I/We hereby agree to the terms and conditions noted on the reverse of this form along with the rules governing 832 Bay Properties Ltd. I/We understand that any violation of the terms/rules, may result in a fine that will be added to the unit owner's contribution toward common expenses and will be collected as such.

_____ RESIDENT 1 SIGNATURE	_____ DATE
_____ RESIDENT 2 SIGNATURE	_____ DATE

RESIDENT NAME: (PLEASE PRINT CLEARLY)		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant
SUITE NUMBER:	TELEPHONE NUMBER:	
<u>IF YOU ARE A TENANT, YOU MUST PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE OWNER.</u>		
DATE OF MOVE: (subject to availability)		TIME OF MOVE : (subject to availability)

TYPE OF MOVE: <input type="checkbox"/> Move In <input type="checkbox"/> Move Out <input type="checkbox"/> Delivery	FORWARDING ADDRESS: TELEPHONE NO.:
CONTRACTOR/MOVING COMPANY NAME:	
CONTRACTOR/MOVING COMPANY TELEPHONE NUMBER:	

<i>FOR OFFICE USE ONLY – ELEVATOR CONFIRMATION</i>		
Date Received:	Date of Move:	Time of Move: Start: _____ a.m./pm.
Authorized By:		Date Authorized:

Registration Forms Completed ☐

Deposit Received ☐

Deposit Return