



SERVICE ELEVATOR RESERVATION AGREEMENT

TSCC 2058, 33 Charles St. East, Toronto ON, M4Y 0A2

Suite Number: _____

Home/Bus./Mobile Phone: _____

Incoming/Outgoing Resident's Name: _____

The Corporation agrees to permit the applicant(s) to use the Service Elevator for the purpose of:

MOVE OUT

MOVE IN

DELIVERY

The Service Elevator is requested for use at the following date and times:

MONTH _____ DAY _____ YEAR _____ TIME _____

The undersigned understands and agrees to the following terms and conditions:

1. Move-Ins/Outs/Deliveries can ONLY be booked by the Concierge or through the Property Management Office.
2. A **\$300 deposit** payable by Certified Cheque or Credit Card Pre-Authorization, MUST be received by the Concierge or the Management Office for all Elevator uses.
3. Move-Ins/Outs/Deliveries can only be scheduled Monday-Saturday from 9:00am – 12:00pm, and again from 1:00pm – 4:00pm. There are no Elevator reservations permitted on Sundays or Statutory Holidays.
4. Allotted time cannot exceed 3 hours.
5. Bookings MUST be made at least 24 hours in advance and are booked on a first come, first served basis.
6. Moving and delivery vehicles are REQUIRED to park in the loading dock located behind the building. Residents are NOT allowed to use these spots at any time as they will be ticketed and towed at their expense.
7. All corridors, hallways, floors, and elevator surfaces will be inspected by the Concierge BEFORE and AFTER move-in, move-out and delivery.
8. Residents MUST complete an Elevator Inspection form before and after the use of the Elevator otherwise the deposit will not be returned.
9. Elevator pads must be used at all times.
10. Applicants MOVING INTO the complex agree to complete the Resident's Information Forms and deliver it to the Management Office before the elevator deposit is returned.

Please note that the Service Elevator is a first come first serve basis. Any Resident can make a tentative booking, but only CONFIRMED bookings will be allowed.

Please be advised that if any emergency arises which requires the Corporation and/or Management to use the elevators or shut-down the elevators, neither the Corporation, Management nor its Staff will be held liable for any damages or costs incurred by the Resident due to the booking.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT THIS AGREEMENT HAS BEEN READ AND ACCEPTS ALL TERMS AND CONDITIONS CONTAINED HEREIN.

Applicant's Signature: _____ Date: _____

\$300.00 Deposit Received By: _____ Date: _____
TSCC 2058 (Security Officer's Signature)

Post Move/Delivery Inspection Completed by: _____ Date: _____
TSCC 2058 (Security Officer's Signature)

Damages: Yes No Details: _____

\$300.00 Deposit Returned and Received by: _____ Date: _____
Applicant's Signature



MOVING/DELIVERY INSPECTION FORM

TSCC 2058

Date: _____ Suite Number: _____

Name of Resident: _____

We, _____ have inspected the elevator and moving areas today with the Security Officer and found it to be in a clean and reasonable condition. We agree that if any damages are incurred during our move or delivery, the charges relating to the repair will be deducted from the \$300.00 deposit, should damages exceed this amount, we understand that we will be responsible for full payment.

Resident's Signature : _____

Security Officer's Signature: _____

DESCRIPTION OF AREA	DETAILS OF FINDINGS BEFORE	DETAILS OF FINDINGS AFTER
GROUND FLOOR		
Elevator Doors Interior		
Elevator Doors Exterior		
Elevator Floor		
Moving Pads		
Moving Hall Floors		
Cleanliness of Moving Hall and Items left in Loading Area		
Moving Room Doors		
Hallway Walls and Ceiling		
CORRIDORS/FLOORS		
Elevator Doors and Trim		
Elevator Exterior Frame		
Carpet		
Suite Door		
Wallpaper		
Garbage Room		