

TSCC #2025 (25 Oxley St., Toronto, ON)
ELEVATOR RESERVATION AGREEMENT

Suite No. _____

Reservation requested by _____
(Print first and Last name)

Home Phone: _____ Business Phone: _____

Owner: _____
(Print first and last name)

The reservation request is for the use of the service elevator for the purpose of a
Move Out / Move In / Delivery (circle one).

Delivery / Movers: _____

The date and time of the reservation shall be: _____
Day / Month / Year

From: _____ to: _____
(Time Slots are: 9:00am-noon; 12:30pm-3:30pm; 4:00pm-7:00pm)

I understand and agree to the following conditions:

1. I shall deposit with the concierge upon signing this agreement, a refundable security Deposit in the amount of **\$250.00** by money order or cheque payable to **T.S.C.C. # 2025**. This amount will be refunded upon completion of the move and not having caused any damage to the common elements of **T.S.C.C. #2025**.
2. I shall notify the concierge / cleaner and request an inspection of the elevator immediately prior to using the elevator. Upon completion of the move, 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 my agents or me. I shall accept the cost of repairs as assessed by the manager and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of repairs.
4. I shall only use the elevator during the term of the reservation.
5. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
6. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation.
7. I agree that special care will be taken with regard to the STAINLESS STEEL that is Present in the elevators. I agree that the PROTECTIVE PADS must be in place prior, during and after and/or until the completion of the final inspection.

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.

DATED at _____ this _____ day of _____, 20____.

(Time) (Day) (Month) (year)

Applicant's Signature

AREA INSPECTED

BEFORE

AFTER

Loading Dock Area

Moving Room and Doors

Ground Level Lobby and Doors

Elevator Doors / Frame

Elevator Cab / Pads

Corridor Floors / Walls

All Fixtures

Suite Door
