



ELEVATOR RESERVATION REQUEST



DATE: _____
Month Day Year

Suite#: _____

Building Address:

ICE1 (12 York Street)

ICE2 (14 York Street)

Contact Information:

Name: _____

Home: _____ Work: _____ Cell: _____

Elevator Request Information:

****MAXIMUM 2 HOURS- IT IS RECOMMENDED MOVERS ARRIVE UP TO 30 MINUTES EARLY TO PARK, ANNOUNCE ARRIVAL WITH CONCIERGE AND SET UP****

Move-In

Move-Out

Delivery

Date Requesting: _____
Month Day Year

Time Requested: (Please Check One)

Monday to Friday

5:00 p.m. – 7:00 p.m.

7:00 p.m. – 9:00 p.m.

9:00 p.m. – 11:00 p.m.

Saturday

1:00 p.m. – 3:00 p.m.

3:00p.m. – 5:00 p.m.

5:00 p.m. – 7:00 p.m.

7:00 p.m. – 9:00 p.m.

Sunday

9:00 a.m. – 11:00 a.m.

11:00 a.m. – 1:00 p.m.

1:00 p.m. – 3:00 p.m.

3:00p.m. – 5:00 p.m.

5:00 p.m. – 7:00 p.m.

7:00 p.m. – 9:00 p.m.

INITIAL MOVE- IN

****Please refer to the "Welcome Package". It explains the initial move-in period prior to registration, owners who have purchased their unit from the declarant shall not be required to provide a security deposit. ****

Kindly sign below to acknowledge this move-in request is your initial move prior to registration.

Signature

RULES GOVERNING MOVING/DELIVERIES:

To ensure against any difficulties, the following rules must be carefully adhered to every time that a move or delivery is taking place.

- **Hours of Operation are from 5:00 p.m. to 11:00 p.m. Monday through Friday, Saturday from 1:00 p.m to 9:00 p.m and Sundays are 9:00 a.m. to 9:00 p.m.**
- Moves and/or deliveries are not permitted on Statutory Holidays, or Observed Civic or Municipal Holidays.
- **For non-initial move-ins a security deposit cheque shall be made payable to the Developer: BLOCK 9B DEVELOPMENTS LTD. in the amount of three hundred dollars (\$300.00).**
- I agree that moves in's or move- out's may be made **only by appointment** with the property management staff in advance before the required time. Please keep in mind that it is extremely important that you arrange an elevator booking with the management office well in advance of your move to ensure the ideal time slot for you is available.
- It is understood and agreed that the moving times must be adhered to strictly.
- 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 manager and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of the repairs.
- I agree that all empty boxes and moving cartons are to be dismantled and removed immediately from corridors. The building cleaners are not responsible to discard empty cartons/boxes. Please do not leave cartons/boxes in the garbage chute room on the floor. Dismantled cartons/boxes are to be taken to the garbage room on the main floor for disposal.
- I agree that no blockage of corridors or in front of the elevators will be allowed.
- I agree that the corporation and/or its agent will not be held liable for any costs pertaining to a delay, if any, in my receiving the elevator as booked above.
- I agree to advise the security staff after the completion of the move so that an inspection can be completed.
- **The acknowledgement below must be signed at the time when elevator is booked and must be accompanied by the deposit to the management office.**

I hereby acknowledge that I have read this Agreement and I agree to abide by the Elevator Reservation Rules.

Dated at _____ this _____ day of _____, 2015.

Owner/Tenant Name

Signature

Area Inspected By:

BEFORE

AFTER

Ground level Elevator

P1 level Lobby and Doors

Elevator Doors/Frame

Elevator Cab/Pads

Corridor Floor/Wall

All Fixtures

Unit Door

Completed By: _____
Print Name

Signature