



ELEVATOR RESERVATION AGREEMENT

Approved by: _____
Date: _____

This reservation request is for the use of the service elevator for the purpose of a move-in/move-out delivery, and for any large item deliveries that require the use of a service elevator.

Reservation Requested By: _____ Unit/Suite Number: _____
Owner: _____ Email: _____
Home Tel: (____) _____ Bus Tel: (____) _____ Cell: (____) _____
Outgoing Resident: _____
Incoming Resident: _____
Delivery/Movers: _____
FOB Numbers/Holders: _____
Mailing Contact: _____

The date and time of the reservation shall be ____ / ____ / 2016 during the following times:

Please Circle Your Selection in the Table

MONDAY / TUESDAY / WEDNESDAY / THURSDAY / FRIDAY / SATURDAY
11:00 am – 1:00 pm
1:30 pm – 3:30 pm
4:00 pm – 6:00 pm
6:30 pm – 8:30 pm
(please note these booking times are only during the interim occupancy period)

Indicate reason for elevator use:

- ☐ Move-in
☐ Delivery

☐ Renovations

☐ Other (Please Specify): _____

I understand and agree to the following conditions:

1. I shall notify the Manager or Security Staff and request an inspection of the elevator immediately prior to using the same. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the elevator and adjacent common elements.
2. 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/damage shall be withheld and applied towards the cost of repairs.
3. I shall only use the elevator during the term of the reservation.
4. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
5. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation.
6. I agree that special care will be taken with regard to any mirrors that are present in the elevators. I agree that the protective pads shall be in place prior, during and after and/or until the completion of the final inspection.
7. I agree that if the garbage truck is on site, the moving truck will be moved for the timing of the garbage or recycling collection.

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.

Applicant Signature: _____

Date: _____