



SUITE NUMBER:

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SERVICE ELEVATOR RESERVATION AGREEMENT

16/18 Harbour Street, Toronto, On M5J 2Z6

Reservation requested by: _____

Home /Business Phone: _____ Cell 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 _____

9:00 AM to 11:00 AM _____ 11:30 AM to 1:30 _____ 2:00 PM to 4:00 PM _____

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

SERVICE ELEVATOR RESERVATION AGREEMENT

- Move In can **ONLY** be booked by the Concierge Supervisor or the Property Management Office.
- \$300.00 deposit, addressed to TSCC 2030, **MUST** be left with the Concierge for all Elevator uses.

Bookings **MUST** be made at least 24 hours in advance. First come first served basis. No Service elevator is allowed on statutory holidays.

Certain days on the calendar are being "Blocked Out" for garbage service and Recycling pick up. NO conflicting moves or deliveries with this can be booked.

Each booking period is two hours long. One booking of two hours is permitted for the purpose of delivery and Move In and/or Move Out.

Moving and Delivery vehicle are **REQUIRED** to park in the north side of each building in the loading dock / garbage pick up areas. Residents are **NOT** allowed to use the spots at any time. They will be ticketed and towed.

All corridors, hallways, and elevator surfaces will be inspected by the concierge **BEFORE** and **AFTER** move in, move out and delivery.

Resident will complete an Elevator Inspection form before and after or no deposit will be returned.
Elevator pads must be used at all times.

Regular Service Elevator hours will be follows:

Monday – Sunday 9 a.m. – 4:00 p.m.

Service Elevator is a first come first serve basis. Anyone can make a tentative booking, but only Confirmed bookings will be allowed.

Please be advised that if any emergency may arise, and Management or Corporation staff has to use the elevators or shut down the elevators, none of the Corporation staff, or Management will be held responsible for any damages, costs or time that may incur. Furthermore, if the elevator service is not available because of the previous move has not been

MOVING/DELIVERY INSPECTION FORM TSCC 2030

Location: 16/18 Harbour St.

Date: _____

Suite #: _____

Name of Resident: _____

We, _____ have inspected the elevator and moving areas today with the Security Officer and found it to be in clean and reasonable condition. We agree that if any damages are incurred during our move or delivery the charges relating to repair will be deducted from the \$ _____ deposit and if damages exceed this amount, 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		
Hall Walls/Ceiling		
Corridors/Floors		
Elevator Doors & Trim Elevator Exterior Frame		
Carpet		
Wallpaper		
Suite Door		
Garbage Room		

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