

ELEVATOR RESERVATION AGREEMENT

All booking times and dates must be confirmed with Management Office/Concierge Desk; if there is any conflict please contact 416-927-9665 or e-mail to info@radiocitycondo.com

Reservation requested by: (Please print all information)

First Name: _____ Last Name: _____

☐ Owner: _____ ☐ Tenant: _____

Suite: _____ Building: _____

Bus Phone: _____ Home Phone: _____ Cell: _____

The reservation request is for the use of the service elevator for the purpose of
(Choose one of the following)

Date for: Move In _____ Move Out _____ Delivery _____

Outgoing Resident _____

Incoming Resident _____

Delivery/Movers _____

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

Period: ☐ 9:00 am – 12:00 Noon (Mon – Sat) ☐ 12:00 – 3:00 pm (Mon – Sat) ☐ 3:00 pm – 7:00 pm (Mon – Sat) **No Moving on Sunday & Public Holidays**

I understand and agree to the following conditions:

1. I shall deposit with the Corporation upon signing this agreement, a refundable security deposit in the amount of \$500.00 by personal cheque, cash, money order or certified cheque payable to TSCC No. 1698. I understand that I have to carry out the post inspection with the security guard to ensure no damage to the common elements including the interior and exterior of elevators, common corridors (including carpet), loading area and courtyard after the move. The Corporation will hold the deposit amount for 48 hours after the completion of the scheduled move.
2. I shall book elevator minimum three (3) working days in advance. **It is to my understanding that any booking will be automatically cancelled without notice if the mover(s) is late for 90 minutes or more. Any rescheduling will be under the discretion of Management Office.** The resident/owner should notify the manager, security guard or superintendent and request an inspection of the elevator immediately prior to using the elevator. Upon completion of the move or delivery, 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 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 repairs.
4. I shall only use the reserved elevator during the term of the reservation. The security guard is there to observe the Move. He/she has been authorized to advise the resident/owner of any violation and cease the moving if it deems to be necessary.
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 the MIRRORS that are present in the elevators. I agree that the PROTECTIVE PADS must be in the elevator prior, during and after and/or until the completion of the final inspection.
7. I have returned the luggage cart to the Concierge Desk in good condition and sign off on the "IN" and "Out" of the cart form.

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

DATED this _____ day of _____, 20_____.

Applicant's Signature _____

"Approved" Property Management/Concierge Desk _____ Date _____

(You may fax this application at 416-927-0481 and send the cheque to: suite 500, 285 Mutual Street, Toronto Ontario M4Y 3C5)

Deposit Cheque Received: \$ _____ cash or Money Order/Cheque # _____