



## **ELEVATOR RESERVATION AGREEMENT**

Suite No. \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**RESERVATIONS WILL NOT BE PERMITTED ON SUNDAYS OR STATUTORY HOLIDAYS**

**Date of booking** \_\_\_\_\_

**Time Requested** (*please select one*): \_\_\_\_\_

[ ] 10:00am-12:00pm [ ] 12:00pm-2:00pm [ ] 2:00pm-4:00pm [ ] 6:30pm-9:30pm Monday-Friday

[ ] 8:00am-10:00am [ ] 10:00am-12:00pm [ ] 12:00pm-2:00pm [ ] 2:00pm - 4:00pm Saturdays

**Select one of the following:**

☐ Move In

☐ Move Out

☐ Delivery

If delivery, please indicate company name and type of delivery \_\_\_\_\_

**\$500 Security Deposit is required and made payable to TSCC 2467**

**ALL DEPOSITS MUST BE IN THE FORM OF CHEQUE AND WILL BE  
RETURNED TO YOU UPON FINAL INSPECTION SHOULD THERE BE NO  
DAMAGES**

Security is NOT permitted to accept cash.

Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

**Cheque Received:** YES ☐ NO ☐

## **MOVING RULES:**

Use of the Elevator is subject to availability. Busy times at the end of months must be booked well in advance. **Reservations must be made at least 5 days (5 days) prior to the requested date.**

Moving hours must be strictly adhered to. Moving hours blocked time is Monday- Friday 10:00 AM to 12:00 PM, 12:00 PM to 2:00 PM, 2:00 PM to 4:00 PM and 6:30PM to 9:30 PM (no reservations permitted between 4:00 PM-6:30PM). Saturday's 8:00AM -10:00AM; 10:00AM-12:00PM; 12:00PM – 2:00PM; 2:00PM - 4:00PM

No moves or deliveries are permitted across or through the Main Lobby. Under no circumstances shall deliveries or moving be done through any access door other than those designated for moving as outlined by the Concierge or Superintendent.

Building staff must protect the elevator car with proper pads put in place prior to the commencement of the move or delivery.

The Corporation, Security and Management are not responsible in the event the elevator is not available for your move-ins, move-outs or delivery due to technical breakdowns, or due to various other reasons, which are beyond our control. The Corporation, Security and Management may reserve the right to use the elevator during your reservation.

When damage has occurred, either to the elevators or to any other parts of the common elements (e.g., corridors and exterior portions of suite doors) due to activity during this Reservation, the registered unit owner and the occupant of the said unit at the time the damage was caused, shall be jointly and severally responsible to the Corporation for the cost of repairing any such damage. Payment for the damage shall be deducted from the Security Deposit (\$500.00) and any costs higher than the damage deposit shall be recovered from the unit owner and occupant within seven (7) days upon demand. Residents breaching these Moving Rules are subject to forfeiture of part or all of the Damage Deposit.

***Call Concierge in the morning to confirm that the elevator is in working condition.***

***If your move will be delayed, please notify the Concierge at 416.565.0427 TO MAKE ALTERNATE ARRANGEMENTS.***

The resident must sign acceptance of these terms and Rules prior to being permitted use of the Elevator for this Reservation Period.

I \_\_\_\_\_ have read and agree to the above terms, conditions and rules.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**If moving out please fill out the following:**

Name \_\_\_\_\_

Forwarding Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

**DEPOSIT RETURNED:** *(please circle one)*

YES

NO

Resident

Signature \_\_\_\_\_

Date \_\_\_\_\_

# **INSPECTION LOG**

Suite \_\_\_\_\_

Date \_\_\_\_\_

**Move In** \_\_\_\_\_

**Move Out** \_\_\_\_\_

**Delivery** \_\_\_\_\_

An inspection must be completed prior to and immediately after each and every move in/out and delivery.

<b>PRE-Inspection</b>		
Condition of Moving Area		
Paint Damaged	Y	N
Floor Damaged	Y	N
Ceiling Damaged	Y	N
Tiles Damaged	Y	N
Doors Damaged	Y	N
Doors Sensor Damaged	Y	N
<b>Comments:</b>		
Condition of Elevators		
Floor Scratches	Y	N
Wood Panel Scratches	Y	N
Metal Frame Scratched	Y	N
Mirror Damaged	Y	N
Moving Door Scratches – Interior	Y	N
Moving Door Scratches – Exterior	Y	N
Hallway Door Scratches – Interior	Y	N
Hallway Door Scratches – Exterior	Y	N
Floor Buttons Scratches	Y	N
<b>Comments:</b>		
Condition of Hallway Corridors		
Wallpaper Damaged	Y	N
Paint Damaged	Y	N
Lights Damaged	Y	N
Floor/Carpet Damaged	Y	N
Suite Entry Door Damaged	Y	N
Suite Entry Door Frame Damaged	Y	N
<b>Comments:</b>		

TIME IN

Inspected by

Date & Time of Inspection

Signature

<b>POST-Inspection</b>		
Condition of Moving Area		
Paint Damaged	Y	N
Floor Damaged	Y	N
Ceiling Damaged	Y	N
Tiles Damaged	Y	N
Doors Damaged	Y	N
Door Sensor Damaged	Y	N
<b>Comments:</b>		
Condition of Elevators		
Floor Scratches	Y	N
Wood Panel Scratches	Y	N
Metal Frame Scratched	Y	N
Mirror Damaged	Y	N
Moving Door Scratches - Interior	Y	N
Moving Door Scratches - Exterior	Y	N
Hallway Door Scratches - Interior	Y	N
Hallway Door Scratches - Exterior	Y	N
Floor Buttons Scratches	Y	N
<b>Comments:</b>		
Condition of Hallway Corridors		
Wallpaper Damaged	Y	N
Paint Damaged	Y	N
Lights Damaged	Y	N
Floor/Carpet Damaged	Y	N
Suite Entry Door Damaged	Y	N
Suite Entry Door Frame Damaged	Y	N
<b>Comments:</b>		

TIME OUT

Inspected by

Date & Time of Inspection

Signature

**PADS ARE TO BE PUT IN PLACE HALF AN HOUR PRIOR TO THE SCHEDULED MOVE IN/OUT OR DELIVERY  
AND REMOVED IMMEDIATELY AFTERWARDS.**