SCENIC ON EGLINTON - EAST TOWER WEST TOWER ☐
ELEVATOR RESERVATION AGREEMENT

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.

MOVE INS/OUTS AND DELIVERIES ARE ALLOWED FROM 10:00 A.M. TO 9:00 P.M. MONDAY TO FRIDAY AND 11:00AM – 8:00PM SATURDAY AND SUNDAY. HOLIDAYS ARE NOT AVAILABLE.

Reservation requested by _____ Unit/Suite Number _____

Owner:_____ Email:_____

Home tel (___)_____ Bus tel (___)_____Cell (___)_____

Outgoing Resident _____

Incoming Resident _____

Delivery/Movers _____

The date and time of the reservation shall be ___ / _____ / _____ during the following times (please check applicable):

WEEKDAYS (MONDAY – FRIDAY)

[ ] 10-1pm **[ ]** 1pm-4pm **[ ] 7**pm -9pm (2hrs only)

WEEKENDS (SATURDAY & SUNDAY)

[ ] 11-2pm **[ ]** 2pm-5pm **[ ] 5**pm -8pm

Indicate reason for elevator: ( )Move-in ( )Move-out ( )Delivery ( )Renovations ( )Other: specify _____

I understand and agree to the following conditions:

1. I shall deposit with the Corporation upon signing this agreement, a refundable security/damage deposit in the amount of $250.00 by cheque or money order payable to **TSCC 2351**. This amount will be refunded upon completion of the move, provided that I have not caused any damage to the common elements of the corporation.
2. If the elevator service runs past 9 p.m., then the resident will be responsible for paying the corporation to assist with the elevator booking and the resident will be charged $50.00 per hour for this service (in hourly increments).
3. 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.
4. 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.
5. I shall only use the elevator during the term of the reservation.
6. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
7. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation.
8. 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.
9. **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.

DATED this ____ day of _____, 201__.

_____

Applicant's Signature

AREA INSPECTED	BEFORE	AFTER
Loading Area	_____	_____
Moving Room and Doors	_____	_____
Walkways	_____	_____
Elevator Track(s)	_____	_____
Elevator Doors/Frame	_____	_____
Elevator Cabs/Pads	_____	_____
Corridor Floors/Walls	_____	_____
All fixtures	_____	_____
Suite Door	_____	_____

TIME PUT ON SERVICE:

_____

TIME TAKEN OFF SERVICE:

_____

_____ _____

Resident Signature Guard Signature/ Print name

Checked by _____ Date and time of checking _____