

**TSCC 2087**  
**ELEVATOR RESERVATION AGREEMENT**

Name of Resident: \_\_\_\_\_ Suite Number: \_\_\_\_\_ South

Telephone Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

Email \_\_\_\_\_

Date: \_\_\_\_\_ (\_\_\_\_) 9:00 am – 12 noon, (\_\_\_\_) 12: 00 noon – 3 :00 pm, (\_\_\_\_) 3:00 pm – 6 pm  
 (\*\*moves are not permitted on Sundays or Statutory Holidays\*\*)

Move-Out \_\_\_\_\_ All fobs and remotes will be deactivated on closing day or end of lease,  
 which is \_\_\_\_\_ or on 9 PM on day of move.

Move-In \_\_\_\_\_ A resident information form **MUST BE COMPLETED** before the elevator  
 will be permitted to be used. Fobs and remotes will be re-activated upon  
 receipt.

Delivery/Pickup \_\_\_\_\_

**\*\*Maximum 3 hours** – it is recommended movers arrive ½ hour early to park, announce their arrival and set up)

**\*\*Security required** –3 hour intervals, non-refundable \$ **80.82 tax incl. per interval, payable to PILLAR SECURITY.**  
 At least 24 hours notice must be provided.

**\*\*NOTE** – if the elevator is booked less than 24 hours in advance, the cost to hire the guard increases due to the short  
 notice to \$121.32 **tax incl. per interval.**

**Rules Governing Moves/Deliveries & Use of Elevator**

1. To deposit with TSCC 2087, upon signing this agreement, a refundable security deposit in the amount of \$250.00 (money order or cheque only. Cash will not be accepted).
2. **\*\*Security required** - 3 hour intervals, non-refundable \$ **80.82 tax included per interval, payable to PILLAR SECURITY.** **\*\*NOTE** – if the elevator is booked less than 24 hours in advance, the cost to hire the guard increases due to the short notice to **\$121.32 tax incl. per interval payable to PILLAR SECURITY.**
3. I/We understand that this amount will be refunded on the first business day after completion of the move, subject to the movers, contractors, guests or Agents not causing damage to the property through their action or negligence or leaving behind waste materials.
4. I/We will be held liable for all damages, which may occur as a result of the use of the elevator, by my movers, my agents or I/We.
5. All moves must be made by appointment only with the Security Desk at **least 24 hours prior to the required time and date.** Moves are only permitted between 9:00 am and 6:00 pm on Monday through Saturday. Moves are not permitted on Sundays and/or on Statutory Holidays. Security may be reached at 416-792-1126, 24 hours per day, 7 days per week.
6. All moves must be made through the designated loading dock entrance. No items of any type of description are allowed to be moved through the main lobby doors. No blockage of corridors, stairwells, or in front of elevators is permitted.
7. All empty boxes, moving cartons, etc. are to be dismantled and removed immediately from the corridors and placed in the South Tower Garbage Room on P1 Level or removed from the property.

**Boxes are not to be left on the Chute Room floors and are not to be left for cleaning staff to dismantle.**

8. I/We will advise the Security Desk of the completion of my move or delivery so that an inspection can be completed and the elevator pads removed. If I fail to advise the Security Desk at the time of completion, I/We understand that I/We will be held responsible for any damages created after I/We complete the move.

9. Neither TSCC 2087, nor its agents will be held liable for any cost pertaining to a delay, if any in receiving the elevator as booked above.

10. I/We have read, understand and agree to strictly adhere to the Rules as outlined above:

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Officer: \_\_\_\_\_ Date: \_\_\_\_\_

AREAS INSPECTED	PRE-INSPECTION BY:	POST-INSPECTION BY:
Loading Area		
Moving Room and Doors		
Ground floor lobby and doors		
Elevator Doors/Frame		
Elevator Cab/Walls/Pads		
Corridor Floor/Walls/Carpet		
All fixtures in affiliated areas		
Suite Door/Frame		

**FOR OFFICE USE ONLY:**

Security deposit received: \_\_\_\_\_ Date of Cheque: \_\_\_\_\_  
 (Certified cheques, personal cheques or money order Only. **Cash is not to be accepted**)

**MOVING VEHICLE INFORMATION:**

Driver Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 License Plate No: \_\_\_\_\_ Prov: \_\_\_\_\_  
 Vehicle No: \_\_\_\_\_  
 Arrival Time: \_\_\_\_\_  
 Departure Time: \_\_\_\_\_

**\*\*NOTE: If damage is reported above after the move in, move out and/or delivery, the security deposit will be withheld until Management has investigated the damage.**

I/We \_\_\_\_\_ hereby acknowledge the return of my/our security deposit in the amount of \$250 on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Resident \_\_\_\_\_