

TORONTO STANDARD CONDOMINIUM CORPORATION NO. 1458

SCHEDULE 2

MOVE-IN/OUT, DELIVERY & ELEVATOR BOOKING AGREEMENT

Name: _____ Suite: _____

Phone: Bus: _____ Res: _____

This agreement is for the use of elevator for the purpose of a:

full move in full move out partial move renovation or delivery

The requested date is: _____ / _____ / _____
Day Month Year

During the time period of: (please check one)

	10:00 a.m. – 2:00 p.m.	Special Requests/Remarks
Monday	<input type="checkbox"/>	<input type="checkbox"/> _____
Tuesday	<input type="checkbox"/>	<input type="checkbox"/> _____
Wednesday	<input type="checkbox"/>	<input type="checkbox"/> _____
Thursday	<input type="checkbox"/>	<input type="checkbox"/> _____
Friday	<input type="checkbox"/>	<input type="checkbox"/> _____
Saturday	<input type="checkbox"/>	<input type="checkbox"/> _____
Sunday	<input type="checkbox"/>	<input type="checkbox"/> _____

I/We understand and agree to the following terms and conditions:

1. All elevator times must be booked with the Property Manager at least 10 days in advance of the proposed date and will be confirmed upon receipt and approval of this agreement by Property Management.
2. No elevator reservations are accepted on statutory holidays
3. Elevator times must be strictly adhered to. Moves will not be permitted to overlap to the next time slot. If you foresee any difficulty in completing your move WITHIN the time slot, or

need to change your date, please contact Property Management at least 10 days prior to the move date.

4. You must contact Property Management when your use of the elevator is finished. Do not attempt to shut the elevator down on your own. Any maintenance costs associated with the improper use or with the improper shutting down of the elevator will be charged back to the resident in full.
5. All elevator bookings are on first come, first serve basis.
6. All moves must be made through the designated moving areas.
 - 1) No items or property of any type is to be moved through the Charlotte Street entrance or transported in elevator car #2 (east side).
 - 2) All moves and deliveries are to be made via the Oxley Street entrance.
7. Protective pads must be installed in the elevator cab by Property Management or on-site maintenance personnel prior to use.
8. The elevator cab must be placed on 'service' by Property Management or on-site maintenance personnel prior to use.
9. If another resident's delivery into or out of the building, requiring two trips of the elevator or less, is booked for the same time frame as a full move- in/out of the building, Property Management will have the authority to temporarily interrupt the longer move and allow the short delivery to take place.
10. There is an automatic and mandatory \$200 security /damage deposit to be paid when booking the move with Property Management:
 - 1) The resident will be held liable for all damages which occur as a result of moving or delivery procedures by the owners/residents and/or their agents.
 - 2) The resident booking the elevator shall notify Property Management and request an inspection of the common areas immediately prior to the move-in/out or delivery. At the completion of the move-in/out or delivery, the resident shall request a re-inspection of the common areas. Any damage noted during the re-inspection and not noted on the initial inspection shall be deemed to be the responsibility of the resident. The resident shall be liable for the full cost of repairs to such damage and shall accept the cost of such repairs as assessed by Property Management.
 - 3) If damage has been caused to the common areas during the move, the damage deposit will not be returned. The damage will be assessed and the resident notified in writing by Property Management of any repair costs incurred by the Corporation.
11. All doors to the building must be kept closed when unattended. The security deposit will be forfeited if any unsecured or open entrance is left unattended.

12. Except when special circumstances exist, deliveries shall be permitted only between the hours of 8:00 a.m. and 8:00 p.m., Monday to Saturday inclusive, and shall not take place on statutory holidays.
13. TSCC No.1458 and/or its agent will not be held liable for any costs incurred by residents due to the delay, if any, in residents receiving the elevator as booked.
14. TSCC No.1458 and/or its agent cannot be held liable for any costs or losses due to inability to use the service elevator due to mechanical breakdown. Alternative moving arrangements in/out of the building can be discussed in the event that repairs cannot be completed in time to allow the move in/out. Property Management's decision in this regard will be final.
15. All moves and deliveries are to be facilitated with the supervision of the on-site maintenance personnel within the hours stated above. Any move requiring more than the 3-hour maximum, or which falls outside of the permitted hours, must be arranged at the time of booking with Property Management. An hourly rate of \$35 will apply.
16. In the interest of resident safety and security, building maintenance personnel, Property Management and Board members may monitor any move or delivery to ensure strict compliance and may refuse entry or elevator access if the rules for moves and deliveries are not followed.

I/We hereby acknowledge that I/We have read the terms of this Agreement as outlined, and I/We hereby accept all of the conditions herein.

Resident Signature(s): _____

Authorized By: _____ Date: _____