

ON THE GREEN  
ST. ANDREW



9, Burnhamthorpe Crescent, Etobicoke, Ontario, M9A 0A6  
Phone: 416 207 9380 Fax: 416 234 8728

T.S.C.C. # 1839

**ELEVATOR RESERVATION AGREEMENT**

Residential Unit/Suite #: \_\_\_\_\_

This Elevator Reservation Agreement is for the use of the Service Elevator for the purpose of a residential move-in/move-out, or for the delivery of large items by a third-party.  
An Agreement is not required where the Resident is moving personal items within the Condominium building, e.g. to and from their storage locker. However, the Resident is expected to use the designated Service Elevator when available and to notify Condominium Concierge or Property Management in advance of the activity. In such cases the Security Deposit is waived but a post-inspection is required.  
**Residential Unit moves and deliveries are allowed between the hours from 8:00 a.m. and 8:00 p.m. on Monday to Saturday (except public holidays).** Exceptions require the written prior approval of the Property Manager or Corporation Board.

**The Elevator Reservation term shall be:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. (maximum 6 hours)

**Reason for use:** Move-in ( ) Move-out ( ) Delivery ( ) Renovations ( ) Other: please specify \_\_\_\_\_

**Residential Unit/Suite #:** \_\_\_\_\_ **Storage Locker #:** \_\_\_\_\_

Reservation requested by (please print): \_\_\_\_\_

Resident/Owner (if different from requester): \_\_\_\_\_

Delivery/Moving Company Name: \_\_\_\_\_

**By signing below I acknowledge, understand and agree to the following, that:**

1. Upon signing this Agreement I shall provide a refundable Security Deposit in the amount of \$500 by cheque or money order payable to T.S.C.C. # 1839, cash is not accepted.  
2. The Security Deposit shall be returned to me upon completion of this use of the Service Elevator, within three working days, provided that:

i. No damage has been caused to the Service Elevator and other common elements of the Corporation during this Reservation of the Service Elevator; and

ii. When moving out of a residential Unit, that I surrender to the Property Manager or Condominium Concierge all Condominium common element keys and garage access devices in the possession of all of the Residents of the Unit.

3. I shall co-operate with the Property Manager and/or Condominium Concierge in the required inspections of the Service Elevator and relevant Corporation common areas prior to the use of the Service Elevator for the purpose of this Agreement and, after its use at the completion of the Reservation using Schedule A to this Agreement, being the *Elevator Inspection Report*.

4. I shall be liable for the full cost of any cleaning and all repairs for any damage which has occurred during the term of use of the Service Elevator under this Agreement, as identified in the *Elevator Inspection Report*. I shall accept the cost of any cleaning and repairs as assessed by the Property Manager and acknowledge that all or part of the Security Deposit shall be withheld and applied towards these costs.

5. I shall only use the Service Elevator during the term of the Reservation in this Agreement

6. I shall take reasonable precautions to prevent unauthorized entry into the Condominium building during the term of this Reservation.

7. I shall not obstruct corridors and the elevator lobbies as part of this Reservation.

8. The Service Elevator has mirrors on its walls that require special care and protection shall be by the use of protective pads, and that I will verify these are in place during the term of this Reservation and after until the completion of the post inspection.

9. The Property Manager and Condominium Concierge do not accept/receive residential Unit/Suite keys; these should be provided to the vendors Lawyer on a property sale, and to the Owner on a Lease termination.

Signed by: \_\_\_\_\_

Dated: \_\_\_\_\_

Contact Information: Home #: \_\_\_\_\_

Business #: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Security Deposit received and  
Agreed on behalf of T.S.C.C. # 1839:

Dated: \_\_\_\_\_

Schedule A

Elevator Inspection Report

St Andrew on the Green

Move Date: \_\_\_\_\_ Move Time: \_\_\_\_\_

Residential Unit/Suite #: \_\_\_\_\_

Unit/Suite #	Pre Inspection	Post Inspection
Date and Time of Inspections	Comments	Comments
Elevators		
Floors		
Doors		
Walls		
Door Frames		
Glass		
Railings		
Lights		
Elevator Cabs/Pads		
Common Areas		
Ground Level Lobby and Doors		
Corridor Walls		
Corridor Carpets		
Lobby Area P1 Level		
Lobby Area P2 Level		
Lights and Fixtures		
Painted Surfaces		
Ceilings		
Moving Room & External Door		
Suite Door		
<p>This Inspection Report is to be completed before and after the use of the Service Elevator. Items that have damage should be identified in the "Comments" column above. The Reservation Security Deposit will be returnable following a satisfactory post inspection and the completion and signing of this Inspection Report. The Condominium Corporation reserves the right to charge for damage incurred during the use in accordance with the Elevator Reservation Agreement.</p>		
Name of Resident/Owner		
Signed: Resident/Owner		
Signed: For Property Management		