

TORONTO STANDARD CONDOMINIUM CORPORATION NO. 2150
126 Simcoe St, Toronto, ON M5H 4E6

ELEVATOR RESERVATION AGREEMENT (WITH SECURITY DEPOSIT)

NAME: _____ UNIT #: _____
PHONE#: _____(home) PHONE#: _____(work)
DAY OF WEEK: _____ TIME FROM _____ AM/PM TO: _____ AM/PM
MOVE IN _____ **MOVE OUT** _____ **DELIVERY** _____

It is recommended movers arrive ½ hour early to park, announce their arrival and set up

RULES GOVERNING MOVING/DELIVERIES:

To ensure against any difficulties, the following rules must be carefully adhered to every time that a move or delivery is taking place.

- Hours of Operation are 9:30 a.m. to 4:30 p.m. Monday through Friday, 10:00 a.m to 6:00 p.m on Saturday.
- Monday - Friday (9:30am-12:30pm, 12:30pm-4:30pm). Saturday 10am - 6pm (10am-1pm, 1pm-4pm, 4pm-6pm).
- Moves are not permitted on Sunday, Statutory Holidays, or Observed Civic or Municipal Holidays.
- I agree to deposit with the corporation upon signing this agreement and when moving into or out of the building or when moving from one floor to another a refundable security deposit of \$500.00 by money order or certified cheque. **Payable to: TSCC 2150** Move ins (regular cheque applicable) **Move out Only money order or certified cheque.**
- This amount will be refunded as soon as possible provided no damage or loss has been caused to the common elements of the corporation. Damage to or loss of the corporation's property is the responsibility of the resident/owner.
- I agree to be held liable for all damages, which may occur as a result of the use of the elevator, by my agents or me.
- I agree that moves in or out may be made only by appointment with the Concierge staff at least 24 hours before the required time. Please ensure you call well in advance to secure your desired timeslot. The Concierge staff can be reached 24 hrs at **416-260-6265**.
- It is understood and agreed that the moving times must be adhered to strictly.
- I agree that all moves must be made through the loading dock entrance. No items of any type or description are allowed to be moved through the main lobby doors.
- I agree that all empty boxes and moving cartons are to be dismantled and removed immediately from corridors. The building cleaners are not responsible to discard empty cartons/boxes. Please do not leave cartons/boxes in the garbage chute room on the floor. Dismantled cartons/boxes are to be taken to the garbage room on the main floor for disposal.
- I agree that no blockage of corridors or in front of the elevators will be allowed.
- I agree that the corporation and/or its agent will not be held liable for any costs pertaining to a delay, if any, in my receiving the elevator as booked above.
- I agree to advise the Concierge staff after the completion of the move so that an inspection can be completed and the elevator pads removed.
- If I fail to advise the Concierge staff at the time of completion I understand I will be responsible for any damages created after I complete my move.
- The acknowledgement below must be signed at the time when elevator is booked and must be accompanied by the deposit. This form and the deposit should be left with Security.
- I agree that any breach of the elevator booking agreement/rules will result in the security deposit being forfeited.

I hereby acknowledge that I have read this Agreement and I agree to abide by the Elevator Reservation Rules of the Corporation.

Date at _____ this _____ day of _____, 20____

Owner/Tenants Name: _____ Signature: _____ Unit Number: _____

Received: _____ By: _____ Deposit Received: \$ _____

Area To Be Inspected	Before	After
Loading Area		
Moving Room & Doors		
Elevator Doors & Frame		
Elevator Cab & Pads		
Corridor Floor & Wall		
All Fixtures		
Suite Door		

Inspection Completed

By: _____

Date: _____

Time: _____

Deposit Returned: _____
Signature

Print

Date