



TSCC 2350 - The Tower, 125 Western Battery Road

I _____, a registered resident of suite _____ understand and agree to the following conditions:

___ Move In:

I shall deposit with the corporation upon signing this agreement a refundable security/damage deposit in the amount of **\$250.00**. This amount will be refunded upon completion of the move, provided that I have not caused any damage to the Common Elements.

*Payable by cheque, bank draft, certified cheque or money order. Made out to **TSCC 2350**.

BOOKING DATE: _____ Time: ___ 10 am to 1 pm; ___ 1pm to 4 pm; ___ 7 pm to 9 pm

___ Move Out:

I shall deposit with the corporation upon signing this agreement a refundable security/damage deposit in the amount of **\$500.00**. This amount will be refunded upon completion of the move, provided that I have not caused any damage to the Common Elements.

*Payable by bank draft, certified cheque or money order. Made out to **TSCC 2350**.

BOOKING DATE: _____ Time: ___ 10 am to 1 pm; ___ 1pm to 4 pm; ___ 7 pm to 9 pm

___ Delivery:

I shall deposit with the corporation upon signing this agreement a refundable security/damage deposit in the amount of **\$250.00**. This amount will be refunded upon completion of the delivery, provided that I have not caused any damage to the Common Elements. *Please keep in mind that move-ins/move-outs have priority with the service elevator. If there is a conflict, deliveries will be accommodated as best as possible.*

*Payable by cheque, bank draft, certified cheque or money order. Made out to **TSCC 2350**.

BOOKING DATE: _____ TIME: _____

All Reservations:

I shall notify the Security on Duty and request an inspection of the Service Elevator and Common Elements immediately prior to using the same. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the Service Elevator and Common Elements.

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 Service Elevator and Common Elements by me or my agents. I shall accept the cost of repairs as assessed by the Manager.

I shall only use the Service Elevator and Common Elements for moving or deliveries during the term of the reservation.

I shall take precautions to prevent unauthorized entry into the Building during the term of my reservation.

I shall not obstruct corridors, staircases, common walkways, vestibules and Parking areas prior to, during or after the term of the reservation.

I agree that special care will be taken with regards to the floor, ceiling and all surface of the Service Elevator. I agree that the protective pads will be in place prior, during and after and/or until the completion of the final inspection, if required by the Manager or its staff in their sole discretion.

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.

A delivery constitutes an incoming item; no outgoing items are permitted.

I understand that any false or misleading statements on this form will cause my deposit to be forfeited.

Date: _____ Signature: _____

ELEVATOR INSPECTION FORM

BOOKING DATE: _____

Booking Time: _____

Suite # _____ Phone # _____ Resident Name: _____

Locker # _____ All Items Removed: Y / N Comments: _____

BEFORE MOVE

AFTER MOVE

CONDITION OF ELEVATOR/LOBBY

CONDITION OF ELEVATOR/LOBBY

Exterior Loading Bay damaged	Y	N	Exterior Loading Bay damaged	Y	N
Exterior Doors damaged	Y	N	Exterior Doors damaged	Y	N
Floor damaged	Y	N	Floor Scratched	Y	N
Door/Walls damaged	Y	N	Door/Walls Scratched	Y	N
Painted Frame damaged	Y	N	Painted Frame Scratched	Y	N
Lobby Floor/Door damaged	Y	N	Lobby Floor/Door	Y	N
Elevator Door Frame damaged	Y	N	Elevator Door Frame damaged	Y	N
Elevator Cab Door damaged - E	Y	N	Elevator Cab Door damaged - E	Y	N
Elevator Cab Door damaged - I	Y	N	Elevator Cab Door damaged - I	Y	N
Mirror damaged/cracked	Y	N	Mirror damaged/cracked	Y	N
Elevator Panel (buttons)	Y	N	Elevator Panel (buttons)	Y	N
Elevator Pads damaged	Y	N	Elevator Pads damaged	Y	N

COMMENTS: _____

COMMENTS: _____

CONDITION OF CORRIDORS

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Carpet damaged	Y	N	Carpet damaged	Y	N
Wallpaper damaged	Y	N	Wallpaper damaged	Y	N
Lights damaged	Y	N	Lights damaged	Y	N
Door damaged (incl. frame)	Y	N	Door damaged (incl. frame)	Y	N
EXIT Signs	Y	N	EXIT Signs	Y	N
Elevator Exterior Door	Y	N	Elevator Exterior Door	Y	N
Elevator Door Frame	Y	N	Elevator door Frame	Y	N
Threshold damaged	Y	N	Threshold damaged	Y	N
Suite Door damaged	Y	N	Suite Door damaged	Y	N
Suite Door Frame damaged	Y	N	Suite Door Frame damaged	Y	N

COMMENTS: _____

COMMENTS: _____

INSPECTED BY: _____ SIGNATURE (Concierge) _____

DATE OF INSPECTION: _____ TIME OF INSPECTION _____ AM / PM

Moving Company: _____ Phone No. () _____

Mover Foreman: _____ (BUSINESS CARD OF COMPANY TO BE ATTACHED)

Applicant's Signature - Pre

Applicant's Signature - Post

Security Deposit Returned to person who booked the elevator : YES ___ NO ___ (if no, reason why) _____