

STUDIO

ELEVATOR RESERVATION AGREEMENT

The service elevator is reserved on a first-come, first-served basis, and can be reserved for one of the following periods:

Monday to Sunday: 9:00am-1:00pm or 1:00pm-5:00pm or 5:00pm-9:00pm

It is important that all moves/deliveries be completed within the approved reservation period, so that a resident with a subsequent same day reservation is not negatively impacted.

Upon arrival, please contact the concierge who will place the elevator on service and conduct an inspection of the common areas with you. When your move/delivery is complete, please inform the concierge who will conduct a final inspection of the common areas with you. Please note that the owner of the suite associated with the move/delivery will be responsible for any damage to the common areas caused by the move/delivery.

A security deposit in the amount of **\$250.00** must accompany the reservation request form, and the certified cheque or money order made payable to "Aspen Ridge Homes (Richmond II) Ltd." Furthermore, a piece of **ID** must also be left with the concierge, which will be given back once the move is completed and the final inspection of the common areas has been done.

The elevator will only be placed into service when management has received your completed Elevator Reservation Agreement, ID, and a damage deposit in the amount of \$250.00, and has approved the reservation. Please do not finalize any move/delivery until your reservation has been approved.

Please keep in mind the following when conducting your move/delivery:

- Fire routes must be kept clear of vehicles and other items at all times.
- The movement of goods is only permitted via the designated service elevator and route.
- No items are to be left in the common areas at any time, except for the designated loading area.
- Doors are not to be left propped open if unattended.
- Please do not prop the suite/balcony doors open during your move as this will create a vacuum within the building which may cause the elevator to go out of service.
- In the event that the service elevator becomes non-operational due to mechanical difficulties (before, during or after your move), another elevator may not be available to place into service. Neither the Declarant, Property Management, nor their employees will be responsible for any delays or additional expenses whatsoever incurred with your inability to move into or out of the building.
- You are responsible for the proper disposal of all moving materials (cardboard, plastic wrapping, etc.). Please ensure that cardboard is properly bound together, and that it and all large items are brought down to the disposal area. Please do not put oversized items down the garbage chute, as that can cause a blockage.
- No furniture (including mattresses) or oversized garbage may be left in the garbage room or on the property.

Please be advised that you are responsible for any and all damage caused during your move/delivery, including costs associated with any garbage not properly disposed of. All costs will be added to the unit common expenses and will be collected as such.



30 Nelson Street, Toronto, Ontario M5V 0H5

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V. 7/5/16

STUDIO²

ELEVATOR RESERVATION AGREEMENT

I/We understand and agree to provide Property Management with all information required for the use of the service elevator.

I/We hereby agree to the terms and conditions noted on the previous page along with the rules governing Studio on Richmond. I/we understand that any violation of the terms/rules may result in a fee that will be added to the unit owner's contribution toward common expenses and will be collected as such.

_____ *Resident Signature*

_____ *Date*

Damage deposit received: _____
(Concierge signature)

Damage deposit returned: _____
(Resident/Agent signature)

Date of Move: <i>(Subject to availability)</i>		Time of Move: <i>(Circle the requested period)</i> 9:00 am to 1:00 pm or 1:00 pm to 5:00 pm or 5:00 pm to 9:00 pm	
Name of Resident: <i>(Please print clearly)</i>		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Suite No.:	Telephone No.:		
Reason for Use: <input type="checkbox"/> Move In <input type="checkbox"/> Delivery <input type="checkbox"/> Move Out	<i>For move outs, please provide a forwarding address and phone number:</i>		
Moving Company:			

Section Below is for Property Management Use Only

Authorized By:	If not authorized, reason for:
Date:	

