



AT BAYSIDE TORONTO

Elevator Agreement

This reservation request is for the service elevator for the purpose of Move in/Out/Delivery.

For all **MOVE IN/ MOVE OUT/ DELIVERIES** there is a security deposit of **\$500** that must be paid via a

Certified Cheque/ Money Order or Online BuildingLink.

For all new MOVE IN/ MOVE OUT there is a non-refundable fee of \$200 pursuant to Board Policy adopted (August 2023)

Name of Resident: _____ Contact No: _____

Suite No: _____

Deposit Info/Date Received: N/A

Cheque No: N/A

Date Returned: N/A

Incoming Resident: ☐ Owner ☐ Tenant

Outgoing Resident: ☐ Owner ☐ Tenant

Incoming/Outgoing: ☐ Delivery

The date and time of the reservation shall be:

____ / ____ / ____
Day Month Year

From:

To:

a.m. /p.m.

a.m. /p.m.

(a maximum of three (4) hours)

I understand and agree to the following conditions:

1. I shall notify the Concierge and request an inspection of the elevator immediately prior to using the elevator. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the elevator and affected common elements.
2. I shall be liable for the full costs of all repairs to any damage that may occur as a result of the use of the elevator and agree that if any damages are incurred during our move/delivery the charges relating to the repair. I shall only use the elevator during the term of the reservation.
3. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
4. I shall not obstruct corridors and elevator lobbies prior to, during, or after the term of the reservation.
5. All the payments must be made 72 hours in advance to the reservation to confirm the booking.

ELEVATOR & MOVING RULES

1. No one shall move anything including but not limited to furniture and equipment ("Items") from one floor to another or in or out of the building ("Move") except by the elevator designated for such purpose by the Property Manager or the authorized agent of the Corporation and only after proper wall protection has been affixed by advance agreement with the Property Manager or the authorized agent of the Corporation.
2. Arrangements for using the elevator when carrying out a Move must be made a minimum of seventy-two (72) hours in advance with the Property Manager or the authorized agent of the Corporation.
3. A Move of miscellaneous furniture must be prearranged with the Property Manager or the authorized agent of the Corporation.
4. All bookings of the elevator require a Five Hundred Dollar (\$500.00) security deposit, payable to the Corporation at the time of reservation by Certified Cheque or Money Order, and the Owner and/or Resident must complete the Elevator Reservation Agreement (Schedule "D"). Carrying out a Move, the security deposit will be returned if, after inspection, no damage has occurred and an Owner's/Resident's Undertaking and Information Sheet (Schedules "B" and "C" respectively), as applicable, has been completed and submitted to the Property Manager or the authorized agent of the Corporation. When the Move is out of the building, the security deposit will be returned if, after inspection, no damage has occurred and when all common element keys, parking decals and any bicycle identification tags, if any, are returned to the Property Manager or the authorized agent of the Corporation. If the elevator was booked for a delivery or a Move that is a movement of large items, the security deposit will be returned if, after inspection, no damage has occurred.
5. For all residents moving in or out:
 - i. There shall be an administrative non-refundable fee in an amount to be determined by the Board, from time to time, for all resident move-ins.
 - ii. There shall be a non-refundable "Moving Guard Fee", in an amount to be determined by the Board, from time to time, for all new move-ins / move-outs.
 - iii. These administrative fees can be processed through Management by debit/visa and/or certified cheque or money order, payable to "TSCC 2768", during the posted office hours.
 - iv. Use of the moving elevator will not be permitted unless payment of the above-mentioned fee is received by Management or security.
 - v. All Unit Owners who lease out their units are required to advise their tenant(s) and agent(s) of the requirement to pay this administrative fee in advance.
6. Moves are restricted to Monday to Saturday, between 8:00 a.m. and 6:00 p.m. No Moves shall take place on Sundays or statutory holidays.
7. Movers must be adequately insured.
8. All Items must be taken directly from the elevator to the unit or from the unit to the elevator, as applicable. Nothing shall be placed or left, even temporarily, in the common elements.

9. All Moves must be made through the Corporation's north loading bay and designated moving elevator. No Items can be moved through or stored in the corridor inside the back door. No Items of any type are allowed to be moved through the main lobby doors.
10. Where damage to the elevator and/or any other part of the common elements (including the loading bay structure and hardware) has been caused by a Move into or out of a unit and/or exclusive use common elements, the Owner shall be responsible to the Corporation for the cost of repairing any damage caused. The cost of repair shall be assessed by the Property Manager or the authorized agent of the Corporation as soon as possible after the Move, on the basis of quotations. The security deposit, if one is taken, will be applied toward the repair costs. If the deposit amount is inadequate to cover the cost of the damage, all costs incurred by the Corporation will be recovered from the Owner of the unit and any costs incurred shall be recoverable in accordance with these Rules.

I HEREBY ACKNOWLEDGE that I have read this agreement and I agree to abide by the Rules and Regulations of the Corporation in force. _____

Resident's Signature

Pre- Inspection	Post- Inspection
Suite Door/ Suite Number & Light Fixture	Suite Door/ Suite Number & Light Fixture
Hallway / Suite Door Wood Frames	Hallway / Suite Door Wood Frames
All Fixtures	All Fixtures
Wallpaper	Wallpaper
Hallway Carpet	Hallway Carpet
Elevator Frames	Elevator Frames
Elevator Doors	Elevator Doors
Elevator Carpet/ Floor	Elevator Carpet/ Floor
Moving Pads	Moving Pads
Loading Area	Loading Area
Cleanliness of Moving Hall	Cleanliness of Moving Hall
Ground Level Doors	Ground Level Doors

	Pre-Inspection	Post-Inspection
Date		
Time		
Suite Number		
Concierge's Signature		
Resident's Signature		

Move Completed at _____
Time _____ Concierge's Signature _____

Resident's Signature _____