Lighthouse West Tower
ELEVATOR RESERVATION AGREEMENT

This agreement along with the required payments must be received in full in order to confirm a booking.

Suite #	I am the owner:_____I am the tenant: _____
Name	
Telephone	
Email address:	
Date Required	
Service Elevator	Elevator C*__ Parking Elevator 5** __
Time Required	
Purpose	Move in Move out Delivery Renovations Bulk Item Removal
Booking hours	**Monday** 9:00 am – 9:00pm, **Tuesday** 1:00pm to 9:00pm, **Wednesday** 9:00 am to 9:00 pm, **Thursday** 1:00 pm to 9:00 pm, **Friday** 9:00 am to 9:00pm, **Saturday** 8:00 am to 9:00 pm **Sundays and Statutory Holidays**- Bookings are not permitted **– 2hrs slots maximum** Reservations must be placed and approved at least 24 Hour(s) in advance.

Delivery/Movers Company Contact Information:

Company	
Telephone	
Personnel	
License Plate	

I/we the resident of Suite _____, understand and agree to the following conditions:

1. I agree that I am responsible for any damages caused by my movers or any other persons involved in the move.
2. The damage deposit will be refunded upon completion of the move and after an inspection of the common area, not having caused any damage to the common elements;
3. I shall notify the Security 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;
4. I shall provide a security deposit amount of **$500.00** if I move in, deliveries or bulk item removal. I shall provide a certified cheque or money order amount of **$500.00** if I move out or renovate my suite. (Payable to **TSCC 2794**)
5. 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 elevator by my agents or me. I shall accept the cost of repairs as assessed by the Manager and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of repairs.
6. I shall only use the elevator during the term of the reservation.
7. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
8. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation
9. I agree that the PROTECTIVE PADS must be in place prior, during and after and/or until the completion of the final inspection.

I hereby acknowledge that I have read this Agreement and I agree to abide by the conditions indicated above.

DATED _____ Applicant's Signature _____

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***** Elevator C services suite from ground floor to 45th floor
****** Parking Elevator 5 services lockers and parking spots from Parking level 4 to ground

FOR OFFICE USE

PRE & POST INSPECTION:

Areas Inspected:

	BEFORE	AFTER
Loading Dock Area	_____	_____
Garbage Left in Bulk Item area	_____	_____
Ground Level Lobby and Doors	_____	_____
Elevator Doors/Frame	_____	_____
Elevator Cab/Pads	_____	_____
Corridor Floor/Walls	_____	_____
All Fixtures	_____	_____
Suite Door	_____	_____

Damages noted: if any

Resident acknowledgement of damage listed above: _____

Security/Damage deposit returned on: _____

Residents' acknowledgement – Deposit received: _____