



ELEVATOR AGREEMENT

This reservation request is for the use of the service elevator for the purpose of a move-in/move-out delivery, and for any large item deliveries that require the use of a service elevator.

Requested by:

Address: Suite Number:

Phone Number: Email:

Outgoing Resident:

Incoming Resident:

Delivery/Movers:

The date and time of the reservation shall be / / 20 during the following times:

Please Circle Your Selection in the Table

MONDAY - THURSDAY	FRIDAY	SATURDAY
08:00 a.m. – 11:00 a.m.	08:00 a.m. – 11:00 a.m.	08:00 a.m. – 11:00 a.m.
11:00 a.m. – 2:00 p.m.	11:00 a.m. – 2:00 p.m.	11:00 a.m. – 2:00 p.m.
2:00 p.m. – 5:00 p.m.	2:00 p.m. – 5:00 p.m.	2:00 p.m. – 5:00 p.m.

Indicate reason for elevator use:

☐ Move-in

☐ Delivery ☐

☐ Other (Please Specify):

☐ Move-out

Renovations

I understand and agree to the following conditions:

1. I shall deposit with the Corporation upon signing this agreement, a refundable security/damage deposit in the amount of \$500.00 by cheque payable to: TSCC 2706. This amount will be refunded upon completion of the move, provided that I have not caused any damage to the common elements of the corporation.
 - a. **Certified Cheque** is required for all MOVE OUTS
2. I shall notify the Manager or Security Staff and request an inspection of the elevator immediately prior to using the same. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the elevator and adjacent common elements.
3. Residents may not exceed one booking per day.
4. **Except with prior written authorization of the Board, moving and delivering shall not take place on public holidays.**
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 me or my agents. I shall accept the cost of repairs as assessed by the manager and acknowledge that all or part of the security/damage 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 special care will be taken with regard to any mirrors that are present in the elevators. I agree that the protective pads shall be in place prior, during and after and/or until the completion of the final inspection.
10. **I agree that if the garbage truck is on site, the moving truck will be moved for the timing of the garbage or recycling collection.**

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.

Applicant Signature:

Date:

ELEVATOR INSPECTION CHECKLIST

	Before	After
Time Checked		
Area Inspected		
Loading Area		
Moving Room		
Ground Level Moving Doors		
Ground Level Elevator Doors/Frame/Walls/Mirror		
Elevator Cab/Pads		
Destination Level Elevator Doors/Frame		
Destination Corridor Ceiling/Floor/Walls		
Destination Floor Fixtures		
Suite Door/Frame/Threshold		

Acknowledged by (Applicant):

Date:

Deposit Received\$:

Deposit Returned\$:

Applicant Signature:

Property Management Signature: