

DCC No. 19 ELEVATOR RESERVATION AGREEMENT

Reservation Requested By _____ Suite No: _____

Phone No: Home _____ Cell: _____

Circle One: **Delivery/Service** **Incoming Resident** **Outgoing Resident**

The reservation request is of the elevator. The elevator must be reserved for the purpose of a move-out, move-in, delivery, in-suite work requiring frequent access by trades' people for tools, fixtures, materials and supplies and removal of large items that may cause damage to the elevator. The Superintendent has been instructed not to allow the use of the elevator for the aforementioned purposes unless a reservation has been arranged. **Only the elevator designated for moving may be used.**

The requested date and time for the use of the elevator shall be:

(Month) _____ (Day) _____ (Year) _____

From: _____ **To** _____ **(Maximum of 3 hours)**

I understand and agree to the following conditions:

1. I agree to deposit with the Corporation, upon signing this Agreement, a refundable security deposit of **\$750.00** by cheque/cash payable to DCC19. This amount will be refunded upon the completion of the move and provided no damage has been caused to the common elements of the Corporation and less any cost of removing debris left on or about the common elements. Should any damage to the common elements and/or additional charges relating to the move be deemed necessary during the inspection by the Corporation's representative, the cheque will be forwarded to the Management Office.
2. I agree that I will be held liable for all damages, which occur as a result of the use of the elevator, by my agents or me. The Owner of the suite bears ultimate responsibility for any damage. 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.
3. I agree that moves in or out, deliveries or trade services to the suites may be made only by appointment through the Management Office (905) 839-1246 / Superintendent (905) 409-1774
4. I agree that the use of the elevator for moves or deliveries/service can be reserved during the following days and times: **Monday to Friday from 9am to 4pm or 6pm to 8pm. Saturdays between 8:00am and 4:00pm.** There will be **no moving/delivery/service allowed on Sundays, or any times that are outside the agreed reservation booking. Failure to comply with reserving the elevator will result in a chargeback against your unit.**
5. A delivery shall be deemed to be a move to which this Agreement is applicable if the delivery requires the use of an elevator for a period in excess of an hour.
6. I agree that priority use of the elevator and receiving dock is for the duration of the reservation time. Use of the elevator and loading dock must be forfeited to the next booking if the move or delivery/service runs over the reserved time.
7. I agree that all moves or deliveries/services must be made through the designated loading dock located on the first floor rear of the building. No items of any type or description are to be moved through the front entrance lobby. Furniture will not be left in the corridors but will be moved directly into the suite or into the moving elevator and/or room, to prevent inconvenience to fellow residents.
8. I agree that all empty boxes and moving cartons are to be dismantled and flattened. Moving materials such as boxes, packing material etc. shall not be left in the hallway corridors or placed in the garbage rooms located on each floor and/or chutes, but are to be taken down to the recycle bins located to the back of the building outside of the moving room.
9. I agree that no obstruction to the moving room, corridors or in front of the elevators will be allowed prior to, during or after the term of the reservation.
10. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
11. I agree that special care will be taken with regards to the elevators. I agree that the protective pads must be in place prior, during and after and/or until the completion of the final inspection.
12. I agree to fully inform movers, delivery people, trades people or other service providers of these terms.
13. I agree that the Corporation and/or its agents will not be held liable for any costs pertaining to the delay, if any, in the receiving of the elevators as booked above.

I hereby acknowledge that I have read this agreement as presented above and I hereby accept all of the conditions contained herein.

Applicant's Signature, _____ Date, _____

DCC19 Representative, _____ Date, _____

PLEASE PHONE THE Superintendent (905) 409-1774

SECURITY DEPOSIT CHEQUE RECEIVED: Month, _____ Day, _____ Year, _____

I, _____, hereby acknowledge receiving my security deposit of \$750.00

Month, _____ Day, _____ Year, _____

Resident's Signature, _____

Forwarding Address: _____

Forwarding Phone, No: _____

ELEVATOR INSPECTION REPORT

TO BE COMPLETED BY SUPERINTENDENT WITH RESIDENT/MOVER

BEFORE MOVE			AFTER MOVE		
Time In			Time Out		
Moving Room and Floor Corridor			Moving Room and Floor Corridor		
Doors	Y	N	Doors	Y	N
Paint Damages	Y	N	Paint Damages	Y	N
Lights Damages	Y	N	Lights Damages	Y	N
Floor Damages	Y	N	Floor Damages	Y	N
Comments			Comments		
Conditions of Elevators			Conditions of Elevators		
Floor Scratches	Y	N	Floor Scratches	Y	N
Interior Door Scratches	Y	N	Interior Door Scratches	Y	N
Painted Frame Scratches	Y	N	Painted Frame Scratches	Y	N
1st Lobby Door /Frame	Y	N	1st Lobby Door /Frame	Y	N
Ceiling/Lighting Fixtures	Y	N	Ceiling/Lighting Fixtures	Y	N
Lobby Landing (Suite Floor)	Y	N	Lobby Landing (Suite Floor)	Y	N
Lobby Door/Frame (Suite Floor)	Y	N	Lobby Door/Frame (Suite Floor)	Y	N
Elevator Padding	Y	N	Elevator Padding	Y	N
Comments			Comments		
Conditions of Hallway Corridors			Conditions of Hallway Corridors		
Paint Damages	Y	N	Paint Damages	Y	N
Lights Damages	Y	N	Lights Damages	Y	N
Carpet Damages	Y	N	Carpet Damages	Y	N
Suite Door	Y	N	Suite Door	Y	N
Fire Doors	Y	N	Fire Doors	Y	N
Comments			Comments		

Date and Time of Inspection		Date and Time of Inspection	
Resident's Signature		Resident's Signature	
Superintendent Signature		Superintendent Signature	