

SERVICE ELEVATOR RESERVATION AGREEMENT

for moves, deliveries and/or renovations (MUST use service elevator & Moving Room)

PURPOSE: (Select one)	MOVE-IN <input type="checkbox"/> MOVE-OUT <input type="checkbox"/> DELIVERY <input type="checkbox"/> RENOVATION <input type="checkbox"/>		
NAME (PRINT CLEARLY)	LAST NAME,	FIRST NAME	SUITE
HOME PHONE		BUSINESS or CELL PHONE	
DATE REQUESTED	MOVES & LARGE DELIVERIES ARE ONLY PERMITTED ON MONDAY, WEDNESDAY, FRIDAY & SATURDAY DELIVERIES ARE NOT PERMITTED ON SUNDAY, STATUTORY HOLIDAYS or AFTER 6:00PM ANY DAY		
TIME REQUESTED	Monday – Saturday 8:00AM – 1:00PM <input type="checkbox"/>	Monday – Saturday 1:00PM – 6:00PM <input type="checkbox"/>	

I understand and agree to the following conditions:

MOVES:

- All moves, IN or OUT, are by appointment only and MUST be pre-approved by the Management Office.
- For a "**Move-In**" I shall deposit with the Corporation, upon signing this agreement, a refundable damage deposit in the amount of Five Hundred Dollars (\$500), by cheque, credit card or money order, payable to "**YRCC616**".
- For a "**Move-Out**" I shall deposit with the Corporation, upon signing this agreement, a refundable damage deposit in the amount of Five Hundred Dollars (\$500), by **certified cheque**, credit card or money order, payable to "**YRCC616**".
- I will be held liable for all damages which may occur to common elements and/or the elevator by myself or my agents.
- The damage deposit will be returned upon completion of the move and verification that there was no damage caused. I, and the Superintendent, or other agent of the Corporation, will complete the "**MOVING & RENOVATION INSPECTION FORM**" before and after my move is completed.
- It is understood and agreed, that **should our movers arrive two (2) or more hours after the scheduled starting time of our move**, the move may NOT be allowed and may have to be re-scheduled if there is another move scheduled for the next time slot or, **if the move cannot be completed before 6:00PM**. The Corporation and/or its agents will NOT be held liable for any costs pertaining to this, or any other delays.
- It is understood and agreed that I will be financially responsible for any additional charges incurred by the Corporation and/or its agents should my move be delayed or extend beyond the scheduled and approved time.

MOVES & RECEIPT OF DELIVERIES:

- 8. All empty boxes, cartons, packing and crating material used for moving or delivery of household furniture, appliances and effects **MUST** be removed from the building by the movers or the delivery contractor, or **MUST** be flattened and placed into the appropriate garbage and/or recycling bins in the Disposal Room. Large items **MUST NOT** be put into the garbage chutes. The cost to clear a blocked chute as a result of this will be deducted from the damage deposit and/or charged back to the Suite Owner.
- 9. Hallways, including the area in front of the elevators on each floor, and stairwells **MUST** be kept clear at all times. These areas cannot be used for temporary storage and or unpacking/uncrating items.

RENOVATIONS:

- 10. Elevator reservations for renovations will only be accepted and approved if a **"REQUEST FOR RENOVATION/UPGRADE APPROVAL"** form has been completed and approved.
- 11. I, and the Superintendent, or other agent of the Corporation, will complete the **"MOVING & RENOVATION INSPECTION FORM"** before and after every time that the Service Elevator is used by me or my contractor(s).
- 12. All construction/renovation debris (flooring, carpets, counters, fixtures, etc.) **MUST** be removed from the Corporation's property. Debris related to a renovation **MUST NOT** be disposed of in the garbage chute or the garbage or recycling bins in the Disposal Room. It is the Resident's responsibility to ensure that their contractor(s) and/or installer(s) are aware of this regulation. The cost to remove any debris left in, or on, YRCC616's property and/or cost to clear a blocked chute will be deducted from the damage deposit and/or charged back to the Suite Owner.
- 13. Corridor carpeting, from the elevator to your suite door, **will be covered and protected by the Corporation during delivery of renovation material and removal of debris**. The cost of cleaning, or replacing, soiled or damaged carpeting will be deducted from the damage deposit and/or charged back to the Suite Owner.

I hereby acknowledge that I have read and understood this agreement as presented above, and, hereafter, I agree to the Rules and Regulations in force at YRCC616 from time to time and I hereby accept the conditions contained herein and in the Rules and Regulations, a copy of which I have received and read.

Owner or Resident Signature

Date

YRCC616 APPROVAL & Signature

Date

ON COMPLETION: YRCC616 & Owner or Resident Initials confirming return of the Damage Deposit:

YRCC616: _____ Owner or Resident: _____ Date _____