



Elevator Reservation Agreement Form

Circle one: **Move In or Move Out** **Delivery** **Contractors & Building Supplies**

(if moving in, please complete a Resident Information Sheet and Electronic Email Form)

(if a tenant is moving in, a copy of their lease agreement MUST be attached before booking will be confirmed)

***Height Restriction for Vehicles Entering KINGSTON Garage Door is 10'6"**

***Height Restriction for Vehicles Entering EGLINTON Garage Door is 8.0'**

Reservation Requested by: Tenant () or Owner () Name _____

(please print)

Tower A / B Suite # _____ Phone #s _____ / _____

Date Requested: _____ Time: _____ AM/PM to _____ AM/PM (Max 3 hrs)

Name of Moving / Delivery / Construction Company:

_____ Phone #: _____

Terms and Conditions

1. **Note:** Moving and delivery trucks no higher than 10' 6" are permitted to enter the underground garage. Trucks over 10'6" cannot clear the ceiling height in the garage and must remain on the ramp to load/unload.
2. Residents are not to open the garage door for the moving/delivery truck or provide their FOB/Garage Remote to gain access. Security will open the garage door once a staff member is present and the truck height is verified.
3. A Security deposit of \$500 (certified cheque or money order ONLY made payable to MTCC 1013) is required for residents moving along with a forwarding address. This amount will be refunded upon completion of the move and not having caused any damage to the common elements of the Corporation including the overhead garage doors.
4. I shall notify Concierge and/or the Superintendent (on duty) and request an inspection of the elevator immediately prior to using the elevator. Upon completion of the move, I shall forthwith request a re-inspection of the elevator and affected common elements.
5. I shall be liable for the full costs of all repairs to any damage which may occur as a result of the use of the elevator and common elements by me, or any agents, to include elevators, corridors and all other interior common elements and also the cost of exterior building damage, garage doors etc. I shall accept the cost of repairs as assessed by the Property Manager and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of repairs and acknowledge full responsibility for damages caused by any and all subcontractors, movers or any other agent acting on my behalf with reference to this Agreement.
6. Deliveries are permitted only between the hours of 9:00 AM – 5:00 PM and 6:00 PM – 9:00 PM (Monday to Sunday). I shall only use the elevator during the term of the reservation.



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7. I shall take responsible 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.

I hereby acknowledge and agree to the terms and conditions as stated above and will abide by the rules and regulations of the MTCC 1013.

Signature of Resident / Owner: _____ **Date:** _____

Reservation Booked by: (S/G Name): _____ **License #** _____
(please print)

Inspection Done By: _____ & _____
(please print) (please print)

Date: _____ Time (before): _____ Time (after): _____

Staff /Office Use ONLY

Area Inspected	Before	Initial	After	Initial
Loading Dock Area				
Moving Room and Doors				
Suite Door / Hallway				
Elevator Doors / Frame				
Elevator Cab / Walls				
Kingston Garage Door				
Eglinton Garage Door				

Comments/Concerns: _____

Security Deposit:

I, _____ acknowledge receiving my security deposit of \$500 from the management office.

Deposit returned by: _____ Date: _____