

ELEVATOR RESERVATION AGREEMENT
H.S.C.C. #671 - 34 Plains Road, Burlington

NOTE: THE ELEVATOR MUST BE BOOKED 5 BUSINESS DAYS IN ADVANCE

Reservation requested by: _____ Suite #: _____

Work / Mobile Phone: _____ Home Phone: _____

Owner Name: _____

The reservation request is for the use of the service elevator for the purpose of a move out/move or delivery.

Outgoing Resident: _____ Incoming Resident: _____

Delivery / Moving Company: _____

THE DATE AND TIME OF THE RESERVATION SHALL BE:

(Day) (Month) (Year)

From _____ to _____ (between 9:00AM to 5:00PM only - maximum of 4 hours)

SUPERINTENDENT:

Security Advised of Appointment **Security Confirmed Present During Move or Delivery**

I understand and agree to the following conditions:

1. I shall deposit with the Corporation upon signing this Agreement a refundable security deposit in the amount of \$300.00 by cash, money order or cheque payable to H.S.C.C. #671 . This amount will be refunded upon completion of the move and not having caused any damage to the common elements of the Corporation.
2. I shall submit to the Corporation upon signing this Agreement payment for a security guard in the amount of \$100.00 (\$25.00/hour x 4 hours) by cash, money order or cheque payable to H.S.C.C. #671 . This amount includes four hours of service, as is the minimum time to hire security personnel and four hours is the maximum time allowed for the elevator to be on service. Should any further security service be required, it will be charged at an additional \$25.00 + HST per hour.
3. I shall notify the Manager or Superintendent 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 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 or Superintendent and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of repairs.
5. I shall use the elevator for move in/out or delivery only during the term of the reservation.
6. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
7. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation.
8. 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 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 Rules of the Corporation in force from time to time.

Dated this _____ day of _____, 20_____.

Signature (Owner)

Wilson Blanchard Agent for H.S.C.C. #671

This form is to be returned to the Wilson Blanchard Management office with the required deposit and payment.