



ELEVATOR BOOKING AGREEMENT

Elevator booking agreement between Toronto Standard Condominium Corporation No. 1798 (the "Corporation") and _____ the ("Resident") Suite Number _____
Name of Resident _____

The Resident and the Corporation agree that the Resident shall be provided with the use of the elevator on service on the following terms and conditions.

1. The elevator shall be made available on: (Date) _____, 20_____
Time (Circle One) 9:00 am to 1:00 pm 1:00 pm to 5:00 pm
2. Reason for booking: (Circle One)
 - a) Move in by owner or purchaser
 - b) Move out by resident who is not an owner or purchaser
 - c) Delivery to an owner or resident or occupant
 - d) Move out of a unit that has been sold
 - e) Move out of a unit that has not been sold
3. Upon signing this agreement the Resident shall pay to "TSCC" a security deposit of three hundred dollars (\$300.00) by certified cheque, bank draft or money order in the case of a move described in Section 2 (b) or 2 (d) or by cheque in the case of move or delivery described in Section 2 (a) (c) or (e).
4. The elevator will not be put on service if the security deposit has not been paid.
5. Cash will not be accepted.
6. Rule 5 of the Rules of the Corporation is attached and forms an integral part of this Agreement.
7. The Resident confirms that he/she has read and agrees to comply with Rule 5.
8. This Elevator Booking Agreement is restricted to residents (including purchasers moving in, tenants, and owners) of the Kingsway Condominiums who are over the age of eighteen (18) years of age. The under-signed have signed the Elevator Booking Agreement as of: (Date) _____, 20_____

Signature of Resident _____ Per Name of PM or Concierge (print) _____
Home Phone Number of Resident _____ Signature of PM or Concierge _____
Cell Phone Number of Resident _____
Business Phone Number of Resident _____

FOR OFFICE USE ONLY

For details of damages, losses, and extraordinary cleaning requirements if any refer to Elevator & Corridor Inspection report form

Deposit Return Date _____ Initial of PM or Concierge _____



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RULES

5. USE of ELEVATORS

- a) Elevators shall not be used for the purpose of major moves of furniture or other items in or out of a unit unless an ELEVATOR BOOKING AGREEMENT has been executed and related requirements and payments satisfied. Minor moves or deliveries of furniture or other items, as determined by the concierge, may be made without an ELEVATOR BOOKING AGREEMENT or elevator deposit, but all other provisions of this Rule 5 shall apply.
- b) Elevators may be reserved by residents and owners for use by residents, owners, movers, contractors, and approved service personnel in accordance with the RULES and the terms of the Corporation's form of ELEVATOR BOOKING AGREEMENT in effect from time to time.
- c) Any resident or owner wishing to reserve an elevator shall complete and provide to the Property Manager an ELEVATOR BOOKING AGREEMENT together with a damage deposit in the amount determined by the Board from time to time ("elevator deposit").
- d) An elevator deposit shall be by cheque unless either:
 - i. The move concerns a residential unit which has been sold and is a move out of the unit or
 - ii. The move is into a residential unit and the person(s) moving into the unit are not the owner(s) or purchasers(s) of the unitIn which event the elevator deposit shall be by certified cheque, bank draft, or money order.
- e) Elevators may only be reserved for use during one four (4) hour period from 9:00 a.m. to 1:00 p.m. or from 1:00 p.m. to 5:00 p.m.
- f) If the move is not completed within the reserved time, the concierge shall extend the reserved time by up to two (2) hours and if the move is still incomplete, the elevator deposit shall be forfeited to the Corporation and the move shall be permitted to continue.
- g) The owner or resident shall arrange for the concierge to install protective pads and floor cover in the elevator, and to inspect with the owner or resident the elevator and surrounding common elements in accordance with the ELEVATOR BOOKING AGREEMENT. Such inspections shall occur immediately prior to and immediately following the move. The concierge will report any damages to the property manager. The concierge and property manager shall withhold return of the elevator deposit until final costs of any necessary repairs have been determined and the repairs completed.
- h) The resident and owner of the residential unit shall be liable for the full costs of all necessary repairs.
- i) The elevator deposit, if not forfeited, shall be applied on account of the costs of the repairs and any surplus shall be returned to the owner or resident who paid the deposit.
- j) Corridors and elevator lobbies shall not be obstructed prior to, during, or after a move or delivery.
- k) In no event shall the Corporation, property manager, or Board be liable for any inconvenience, or for claims for any losses, costs, or damages.
- l) Elevators shall not be used in any manner that may endanger or inconvenience other residents. Elevators shall not be overloaded, jumped in, pried open, or kept from closing.