

Elevator Booking Agreement

Name and Suite Number of Resident Booking Elevator:	
Contact Telephone Number for Resident During Move:	
Start Date and Time (no earlier than 9:00 a.m.):	
End Date and Time (no later than 4:00 p.m.):	

The Corporation shall permit the Resident to use the Corporation's elevator (the "Elevator") for the purpose, on the date and during the time specified above (hereafter referred to as the "Period of Use"), and the Resident agrees to so use the Elevator or cause it to be used, all upon the following terms and conditions:

1. Security Deposit and User Fee:

The Resident shall pay to the Corporation, upon signing this Agreement, a security deposit of \$300 (move-in can be cheque or cash, **move-out cash only**). Such payments shall be made by money order, certified cheque, or cash, payable to the Corporation (TSCC 1802). For move-in agreements, a cheque is also acceptable.

2. Inspection:

The Resident, together with the building superintendent or a representative of the Corporation, shall conduct an inspection of the Elevator and the parts of the common elements affected by the move or delivery:

- (a) immediately prior to using the Elevator; and
- (b) Upon completion of the move or delivery.

Any damage noted during the re-inspection that was not noted on the initial inspection shall be deemed to have been caused by the move or delivery. If the Resident fails to attend any such inspection, the determination of the building superintendent or the representative of the Corporation as to any damage shall be final and conclusive.

3. Period of Use:

The Resident shall use the Elevator or permit is to be used only during the Period of Use as identified above. At the start time as identified above, security will place the elevator on service for exclusive use.

**PLEASE NOTE THAT MOVES MUST BE BETWEEN 9:00 A.M. AND 4:00 P.M., MONDAY TO FRIDAY.
 AND BETWEEN 9:00 A.M. TO 12:00P.M. ON SATURDAY AND SUNDAYS.
 NO MOVES ARE PERMITTED TO TAKE PLACE ON PUBLIC HOLIDAYS.**

If a move continues past the above permitted end times, as in the case of a delay causing the move to be incomplete at 4:00 p.m., a fee of \$20.00 per hour will be applied. Moving will not be allowed after 7:00 p.m., with no exceptions.

4. Obstructions:

The Resident shall not obstruct or permit to be obstructed corridors or elevator lobbies prior to, during or after the Period of Use. The Resident shall be responsible for removing or disposing of containers used for the move or delivery. At no time shall the Resident use the front entrance of the building for the purposes of moving. All deliveries for the elevator must be delivered to the rear loading dock of the building.

5. Unauthorized Entry:

The Resident shall take or cause to be taken reasonable precautions to prevent unauthorized entry into the building through the doors used for the move or delivery while the doors are kept open for that purpose.

6. Liability for Damage:

The Resident shall be liable to the Corporation for the full cost of repairing any damage caused or deemed to be caused by the Resident to the Elevator or the portions of the common elements affected by the move or delivery.

7. Repair Cost:

The Corporation shall be entitled to determine, in its sole discretion, by whom, when and how the repair of the damage shall be carried out. The Corporation shall, as soon as reasonably practicable after the Date of Use, estimate the cost of the repair. After completion of the repairs, the Corporation shall notify the Resident of the invoiced cost of the repairs. The Resident, upon request to the Corporation shall be entitled to examine such invoices at the office during normal business hours.

8. Payment of Repair Cost:

The Resident authorizes the Corporation to apply the security deposit paid by the Resident towards the estimated cost of the repairs. If the final invoiced cost is less than the amount so applied, the Corporation shall refund the difference to the Resident. If the final invoiced cost exceeds the amount so applied, the Resident shall pay the excess to the Corporation on demand. If the excess is not paid when due, the Resident shall pay interest thereon at the rate of 24% per annum from the date of demand to the date of payment in full together with all costs of collection incurred by the Corporation, including solicitor's fees on a solicitor and his own client basis.

9. Refund of Security Deposit:

If no damage is noted on the re-inspection, the Corporation shall refund the security deposit to the Resident within three working days after the Date of Use. If damage is noted on the re-inspection, the Corporation shall refund to the Resident the balance, if any, of the security deposit after applying it towards payment of the estimated repair costs. Such refund shall be affected promptly after determination of the estimated repair cost.

10. Surrender of keys, etc.:

If the use of the Elevator relates to the Resident's move out of the Building, the security deposit or the un-deducted part thereof shall not be refunded unless the Resident has surrendered to the Corporation any Common Element Keys.

By signing below, the Resident agrees to be bound by the terms of the Elevator Booking Agreement as outlined above.

Date	Resident Signature	Date	On behalf of TSCC 1802

FOR USE BY SECURITY ONLY: AMOUNT OF FEE RECEIVED: _____

AMOUNT OF DEPOSIT RECEIVED: _____

Elevator Inspection Form

Name and Suite Number of Resident Booking Elevator:	
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The resident and a representative of the Corporation will together review the state of the following items/areas prior to the start of the move. Note any existing damage in the *Prior to Move* section with an X and provide commentary in the space provided in the box to the right.

<p>Prior to Move Checklist</p> <p>DATE: _____ ELEVATOR _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0e0e0;">Doors (Interior)</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Doors (Exterior)</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Walls</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Ceiling</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Floor</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Mirror</td><td></td></tr> </table> <p>HALLWAY (Inclusive of entire area to and from unit and elevator)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0e0e0;">Floor Tiles</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Carpet</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Mirror</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Walls</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Neighbor's Door</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Owner's Door</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Exit Light</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Ceiling</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Fire Alarm Bell</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Plug(s)</td><td></td></tr> </table>	Doors (Interior)		Doors (Exterior)		Walls		Ceiling		Floor		Mirror		Floor Tiles		Carpet		Mirror		Walls		Neighbor's Door		Owner's Door		Exit Light		Ceiling		Fire Alarm Bell		Plug(s)		<p>After Move Checklist</p> <p>DATE: _____ ELEVATOR _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0e0e0;">Doors (Interior)</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Doors (Exterior)</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Walls</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Ceiling</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Floor</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Mirror</td><td></td></tr> </table> <p>HALLWAY (Inclusive of entire area to and from unit and elevator)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0e0e0;">Floor Tiles</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Carpet</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Mirror</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Walls</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Neighbor's Door</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Owner's Door</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Exit Light</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Ceiling</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Fire Alarm Bell</td><td></td></tr> <tr><td style="background-color: #e0e0e0;">Plug(s)</td><td></td></tr> </table>	Doors (Interior)		Doors (Exterior)		Walls		Ceiling		Floor		Mirror		Floor Tiles		Carpet		Mirror		Walls		Neighbor's Door		Owner's Door		Exit Light		Ceiling		Fire Alarm Bell		Plug(s)		<p>NOTE:</p> <p>Any damages existing prior to the move will not be the responsibility of the Resident and only new damages listed on the "After Move" section will require Resident payment. Please note detail on existing and new damages in the space below.</p>
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By signing this document the undersigned Resident agrees to responsibility for any NEW damages listed on this form that occurred as a result of the above-mentioned move. Furthermore, the Resident agrees to a deduction from the standard \$300 moving deposit totaling the full amount of any damage, and any additional funds as required if said damages exceed the amount of the \$300 deposit. If no damages have occurred as a result of the move the \$300 moving deposit will be promptly refunded after inspection of the premises by a representative of the Corporation.

Signature of Resident:	
Signature of Superintendent:	



TSCC 1802 - 1369 Bloor Street West
Toronto ON M6P 4J4

ELEVATOR BOOKING AGREEMENT

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