

ELEVATOR RESERVATION AGREEMENT



WSSC#221 - Solstice 1 -1291 Gordon Street, Guelph

NAME: _____ SUITE #: _____ ROOM #: _____

CELL: _____ EMAIL: _____

I, a registered resident understand and agree to the following conditions:

BOOKING DATE (Month/Day/Year): _____

BOOKING TIME: 10 am to 12 pm; 12 pm to 2 pm; 2 pm to 4 pm; 4 pm to 6 pm

As per the Condominium Corporation's Rules Moves and Deliveries are allowed Monday to Saturday between 10:00 am and 6:00 pm (except Civic and Statutory Holidays - unless if on a pre-planned turn date as set out by Alwington Communities Inc.).

INDICATE (BELOW):

Move In and Delivery:

I shall deposit with the corporation upon signing this agreement a refundable security/damage deposit in the amount of **\$250.00**. This amount will be refunded upon completion of the move, provided that I have not caused any damage to the Common Elements.

*Payable by cheque. Made out to **WSSC#221**.

Move Out:

I shall deposit with the corporation upon signing this agreement a refundable security/damage deposit in the amount of **\$500.00**. This amount will be refunded upon completion of the move, provided that I have not caused any damage to the Common Elements.

*Payable by bank draft, certified cheque or money order. Made out to **WSSC #221**

Delivery:

I shall deposit with the corporation upon signing this agreement a refundable security/damage deposit in the amount of **\$250.00**. This amount will be refunded upon completion of the delivery, provided that I have not caused any damage to the Common Elements.

*Payable by cheque. Made out to **WSSC#221**

All Reservations:

I shall notify the Management Office on Duty and request an inspection of the Service Elevator and Common Elements immediately prior to using the same. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the Service Elevator and Common Elements.

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 Service Elevator and Common Elements by me or my agents. I shall accept the cost of repairs as assessed by the Manager.

I shall only use the Elevator and appropriate common area for moving or deliveries during the term of the reservation.

If this is a move-in for suites on the first floor only, then the common areas will be still checked as the elevator will not be used.

I will move in, move out or have deliveries using the back entrance lobby door by the exterior parking spaces. I will not use the front entrance or side entrance door to the lobby for moves and deliveries. I will only have the door open when I am moving in items, and I will not leave the door open at any other time for security reasons. I shall take precautions to prevent unauthorized entry into the Building during the term of my reservation.

I shall not obstruct corridors, staircases, common walkways, vestibules and Parking areas prior to, during or after the term of the reservation.

I agree that special care will be taken with regards to the floor, ceiling and all surface of the Elevator. I agree that the protective pads will be in place prior, during and after and/or until the completion of the final inspection, if required by the Manager or its staff in their sole discretion.

I hereby acknowledge that I have read this Agreement and I agree to abide by the Rules of the Corporation in force and subject to change from time to time.

Dated: _____

SOLSTICE 1 - ELEVATOR & COMMON AREAS INSPECTION FORM

BOOKING DATE: _____

Booking Time: _____

Suite # _____ Phone # _____ Resident Name: _____

<u>BEFORE MOVE</u>			<u>AFTER MOVE</u>		
<u>CONDITION OF ELEVATOR/LOBBY</u>			<u>CONDITION OF ELEVATOR/LOBBY</u>		
Exterior Entrance Area damaged	Y	N	Exterior Entrance Area damaged	Y	N
Exterior Doors damaged	Y	N	Exterior Doors damaged	Y	N
Floor damaged	Y	N	Floor Scratched	Y	N
Door/Walls damaged	Y	N	Door/Walls Scratched	Y	N
Painted Frame damaged	Y	N	Painted Frame Scratched	Y	N
Lobby Floor/Door damaged	Y	N	Lobby Floor/Door	Y	N
Elevator Door Frame damaged	Y	N	Elevator Door Frame damaged	Y	N
Elevator Cab Door damaged - E	Y	N	Elevator Cab Door damaged - E	Y	N
Elevator Cab Door damaged - I	Y	N	Elevator Cab Door damaged - I	Y	N
Mirror damaged/cracked	Y	N	Mirror damaged/cracked	Y	N
Elevator Panel (buttons)	Y	N	Elevator Panel (buttons)	Y	N
Elevator Pads damaged	Y	N	Elevator Pads damaged	Y	N

COMMENTS: _____

COMMENTS: _____

<u>CONDITION OF CORRIDORS</u>			<u>CONDITION OF CORRIDORS</u>		
Carpet damaged	Y	N	Carpet damaged	Y	N
Wallpaper damaged	Y	N	Wallpaper damaged	Y	N
Lights damaged	Y	N	Lights damaged	Y	N
Door damaged (incl. frame)	Y	N	Door damaged (incl. frame)	Y	N
EXIT Signs	Y	N	EXIT Signs	Y	N
Elevator Exterior Door	Y	N	Elevator Exterior Door	Y	N
Elevator Door Frame	Y	N	Elevator door Frame	Y	N
Threshold damaged	Y	N	Threshold damaged	Y	N
Suite Door damaged	Y	N	Suite Door damaged	Y	N
Suite Door Frame damaged	Y	N	Suite Door Frame damaged	Y	N

COMMENTS: _____

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INSPECTED BY: _____ SIGNATURE _____

DATE OF INSPECTION: _____ TIME OF INSPECTION _____ AM / PM

Moving Company: _____ Phone No. () _____

Mover Foreman: _____ (BUSINESS CARD OF COMPANY TO BE ATTACHED)

Applicant's Signature – Pre

Applicant's Signature – Post

Security Deposit Returned to person who booked the elevator: YES ___ NO ___ (if no, reason why) _____