

ELEVATOR RESERVATION REQUEST & CONFIRMATION FORM

- All weekday moves (excluding statutory holidays) must be completed between the hours of 9:00 a.m. and 5:00 p.m.
- All moves on the first and last days of the month must be completed between the hours of 9:00am and 5:00p.m.
- The elevator may only be booked for a maximum of two (2) hours.
- Elevators are reserved on a first-come, first-served basis.
- **WHEN DOING A MOVE ON A GARBAGE OR RECYCLING PICK-UP DAY, ALL MOVING TRUCKS MUST PARK IN THE DRIVE WAY SO AS TO ACCOMMODATE THE PICK-UP. WHEN ASKED TO MOVE YOUR VEHICLE BY SECURITY FOR THE PURPOSE OF PICK UPS OR OTHER BUILDING RELATED ISSUES PLEASE DO SO IMMEDIATELY. PLEASE BE AWARE, TRUCKS OVER 11 FEET IN HEIGHT WILL NOT FIT IN OUR LOADING DOCK AREA.**
- Movement of goods is permitted via the designated elevator only. All goods must be moved via the passenger drop off area (rear entrance). **THERE WILL BE NO EXCEPTIONS.**
- Do not block the **FIRE ROUTE** or **ACCESS AREAS** with vehicles or items being moved.
- Upon arrival and completion, please contact the concierge/security desk who will place the elevator into and out of service.
- For all new residents moving into 18 Yonge Street, the elevator will only be placed into service upon receipt of fully completed registration forms.
- Cardboard must not be disposed of down the garbage chute. All cardboard boxes must be broken down and placed into the bin marked cardboard only. No furniture (including mattresses) or oversized garbage may be left in the garbage room or on the premises. Violators will be subject to a fine of \$200.00 which will be added to the unit owner's contribution toward the common expenses.
- Please ensure that elevator pads are hung in the elevator to protect your personal items as well as the elevator walls.
- **PLEASE BE ADVISED THAT YOU WILL BE RESPONSIBLE FOR ANY AND ALL DAMAGE CAUSED DURING YOU MOVE INCLUDING COSTS ASSOCIATED TO AND GARBAGE NOT PROPERLY DISPOSED OF. ALL COSTS WILL BE ADDED TO THE UNIT OWNERS CONTRIBUTION TOWARD COMMON EXPENCES AND WILL BE COLLECTED AS SUCH.**
- Do not open the suite door and balcony doors or suite windows at the same time at any point during your move as this will create a vacuum within the building and cause the elevator to go out of service.
- Should the service elevator become non operational due to technical difficulties (before, during or after your move), another elevator **WILL NOT** be placed into service. The Declarant, Property Management Office, Corporation, Board of Directors and their employees **WILL NOT** be responsible for any delays or additional expense(s) whatsoever incurred with your potential inability to move into or out of 18 Yonge Street.

RESIDENT NAME: (PLEASE PRINT CLEARLY)		<input type="checkbox"/> OWNER
		<input type="checkbox"/> TENANT
SUITE NUMBER:	TELEPHONE NUMBER:	
<u>IF YOU ARE A TENANT, YOU MUST PROVIDE THE NAME AND TELEPHONE NUMBER OF THE OWNER/AGENT:</u>		
DATE OF MOVE: <i>(SUBJECT TO AVAILABILITY)</i>	TIME OF MOVE: <i>(SUBJECT TO AVAILABILITY)</i>	
	<input type="checkbox"/> 9:00 AM – 11:00 AM <input type="checkbox"/> 11:00 AM – 1:00 PM <input type="checkbox"/> 1:00 PM – 3:00 PM <input type="checkbox"/> 3:00 PM – 5:00 PM	
TYPE OF MOVE: <input type="checkbox"/> MOVE IN <input type="checkbox"/> MOVE OUT <input type="checkbox"/> DELIVERY <input type="checkbox"/> OTHER _____		
		FORWARDING ADDRESS:
		TELEPHONE NUMBER:
CONTRACTOR/MOVING COMPANY NAME:		
CONTRACTOR/MOVING COMPANY TELEPHONE NUMBER:		

I hereby agree to the terms and conditions noted above along with the rules governing Toronto Standard Condominium Corporation No. 1863. I understand that any violation of the terms/rules may result in a fine that will be added to the unit owner's contribution toward common expenses and will be collected as such.

RESIDENT'S SIGNATURE

DATE

PRE-INSPECTION: (NOTES)	POST INSPECTION: (NOTES)
GUARD'S SIGNATURE:	GUARD'S SIGNATURE:

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- All weekend moves must be completed between the hours of 9:00 a.m. and 5:00 p.m.
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- Upon arrival and completion, please contact the concierge/security desk.
- The concierge/security desk will place the appropriate elevator into and out of service.
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