



ELEVATOR BOOKING SHEET

Date Required: _____ **Suite No.** _____

Name: _____ **Telephone:** _____

Purpose: Moving In _____ **Moving Out** _____

Other _____

Time Required: Half Day _____ **Full Day** _____ **Other** _____

If half-day, specify: morning (8 am- 12 noon) _____ **OR**
afternoon (1 pm to 5 pm) _____

Special Instructions: _____

I/we hereby agree that:

I/we will be responsible for the full cost of repairing any damage to the common elements which may occur as a result of the use of the elevator by me/us/ or my/our agents;

I/we agreed to pay a non-refundable fee (Note) of \$125.00 per half day and \$250.00 for a full day of use. In addition, I/we will pay a security deposit of **\$250.00** which will be refunded to me/us *upon completion of my/our use without having caused any damage to the elevator or common elements* of the Corporation and, if moving out, upon surrender to the Condo Manager all common element keys and proximity cards for access to the building and parking garage;

I/we will refrain from causing any undue noise or disturbance to the other residents of the building and will not obstruct the corridors or elevator lobbies at any time;



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4. I/we will leave the common elements and the elevator in a clean and tidy condition.

Applicant's Signature: _____ **Date:** _____

Applicant's Signature: _____ **Date:** _____

Approved on behalf of the Corporation:

_____ **Date:** _____

ELEVATOR AND COMMON ELEMENTS TO BE INSPECTED BEFORE AND AFTER USE BY SECURITY. COMPLETE INSPECTION FORM ON BOTH PAGES

ACTION	DONE BY	DATE
Collect Fee		
Book Guard		
Install Pads		
Pre-inspection		
Post-inspection		
If move is less than one week away, then fee must be paid in cash or bank money order		

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**CONDITION OF
ITEMS**

BEFORE

AFTER

ELEVATOR:		
Floors		
Walls		
Ceiling		
Doors		
Mirrors		
LEVEL "M":		
Laneway		
Entrance door		
Elevator Lobby		
FLOOR LEVEL OF AFFECTED SUITE:		
Elevator Lobby		
Corridor Tiles		
Corridor Carpets		
Corridor Ceilings		
Entrance door to suite		
PROXIMITY CARDS SURRENDERED:		
Building		
Parking		