

**ELEVATOR BOOKING FORM**

**Return completed form to: Five Rivers Property Management Group**

diane@fiveriverspm.ca and/or 28 Bett Court, Guelph, ON N1C 0A5

**Questions?** Contact the Condominium Manager at diane@fiveriverspm.ca or 519-824-4208 x 294

The Board of Directors is committed to maintaining the common elements of the property in good condition. The Board of Directors recognizes that Monterey Park – 105 Bagot Street – is a multi-residential community with a regular turnover of residents. As there is only one elevator at 105 Bagot Street, it is imperative to be mindful that other residents also need the elevator and may be waiting for you to finish. To be considerate and respectful, start at the time you have booked the elevator and complete your move-in/out as quickly as possible.

1. Moving in or out of the building, or between units, is permitted **Monday to Saturday (\*\*)** commencing at **9:00 a.m. to 12:00 p.m. OR 1:00 p.m. to 4:00 p.m. only**. Moving is not permitted on Sundays. (\*\*If a move needs to take place on a Saturday, a fee of \$80+HST to be paid to the person who must visit the site to put the elevator on and off service.) \_\_\_\_\_initial

**DATE NEEDED:** \_\_\_\_\_

The elevator can be requested for no longer than three consecutive hours per day from 9:00 a.m. to 12:00 p.m. OR 1:00 p.m. to 4:00 p.m. Please be onsite 10 minutes prior to your starting time to meet the contractor in the lobby for the service elevator.

Please specify the time needed (check mark ✓ the specific time):

**9:00 a.m. to 12:00 p.m.** \_\_\_\_\_

**1:00 p.m. to 4:00 p.m.** \_\_\_\_\_

\* IT IS ESSENTIAL TO BE ONSITE AT THE TIME INDICATED as the start of the move-in/out to meet the superintendent (or designate), participate in the pre-inspection and receive the elevator operating instructions. \_\_\_\_\_initial

2. Anyone moving into the building must provide the Condominium Manager with a completed Unit Registry package prior to being permitted use of the elevator or any other facilities. Residents' names shall not be added to the intercom until such time as a complete Unit Registry package is submitted. \_\_\_\_\_initial
3. All moves or deliveries must be booked with the Condominium Manager at least five (5) business days in advance of a move so the elevator can be reserved, and protective pads installed. \_\_\_\_\_initial
4. Only one (1) move in/out is permitted per day (unless approved by the Condominium Manager). A separate Elevator Booking Form must be completed for each day the elevator is needed. \_\_\_\_\_initial
5. Bookings are first come, first served. \_\_\_\_\_initial
6. 18-wheel moving trucks are not permitted on the property due to concerns with the interruption caused to traffic flow in and out of the property by the size of the truck. Moving trucks must not impede flow in traffic along roadway or fire route. \_\_\_\_\_initial
7. Storage 'pods' are permitted for use as a temporary moving equipment but are not permitted to be stored on the property overnight and may only be delivered following advance scheduling with the Condominium Manager. The Condominium Manager will advise on a suitable location for placement of the storage 'pod'. Any damage to common elements from the storage 'pod' will be repaired by the corporation and billed to the unit owner. \_\_\_\_\_initial

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8. Residents on ground level (main floor) may not move items in or out of their patio doors. \_\_\_\_\_initial
9. Prior to moving in or out, the owner of the unit shall contact the Condominium Manager (to schedule a time with the Superintendent) to inspect the moving route, note any prior damages to the common elements, and shall make note of such damages. \_\_\_\_\_initial
10. Heavy furniture and other objects may not be placed on the landscaping (including grass areas) as to cause damage during the move. \_\_\_\_\_initial
11. Appropriate moving equipment should be used to prevent damage to common elements. \_\_\_\_\_initial
12. **Any damage caused during a move-in or move-out by the unit owner, tenant, or their agent, will be charged to the unit owner and shall be repaired by arrangement and at the direction of the Board, at the cost and expense of such owner.** \_\_\_\_\_initial
13. **Unit owners, tenants or their agent(s) must remove all debris created by the move. All cardboard, waste and packing materials must be taken offsite (i.e. to the waste depot) to be disposed of. Refer to the document "Put Recycling and Garbage in the Right Place!" for procedures and rules.** \_\_\_\_\_initial
14. During a move-in or move-out, boxes, furniture, and other items may not be lined up in the common areas, including the foyer, lobby, common hallways, sidewalks, and parking lot. \_\_\_\_\_initial
15. Moving trucks must be removed from the loading zone immediately following completion of move-in or move-out and may not be kept on site for any extended period before or after moving. \_\_\_\_\_initial

Today's Date \_\_\_\_\_ 105 Bagot Street, Guelph ON - Unit # \_\_\_\_\_

Owner Name(s) (please print) Phone Number \_\_\_\_\_

If you book an elevator for tenants, provide contact name \_\_\_\_\_ Phone Number \_\_\_\_\_

Intercom Listing Name \_\_\_\_\_, \_\_\_\_\_ (Last Name, First Initial)

Phone Number for Intercom \_\_\_\_\_ (North American numbers only)

I/We, owner(s) of unit # \_\_\_\_\_, agree to abide by the responsibilities listed in this document. I/we understand and acknowledge that I/we will be held responsible for any injury or damage that may occur to the common elements during move in/out by ourselves or our tenants. I/We further understand and agree that the Corporation may collect any costs incurred to repair/clean the common elements from us in the same manner as monthly common expenses, which includes the registration of a lien against my/our unit.

**WCC84 will not be liable for damage or injury occurring during the move in/out.**

Signature(s) of Unit Owner(s) \_\_\_\_\_

Date \_\_\_\_\_ Pre-Inspection Signature \_\_\_\_\_

Date \_\_\_\_\_ Post-Inspection Signature \_\_\_\_\_