



*May Tower II*

## Request for Service Elevator

Name: \_\_\_\_\_

Suite No: \_\_\_\_\_

Date Elevator Required: \_\_\_\_\_

Time: from: \_\_\_\_\_ to \_\_\_\_\_

Name of Moving Company : \_\_\_\_\_

Contact Phone: \_\_\_\_\_

☐ Move In

☐ Move Out

☐ Delivery/Pick-up

I/We request that the service elevator be reserved for our use on the date and time stated above and understand that I/we shall be held responsible for all damages which may occur as a result of this use of the service elevator and other common elements either by myself; my family or my agents.

I/We further understand that the elevator only be booked between 9:00 a.m. to 7:00 p.m. No bookings will be accepted on Sundays and Statutory Holidays and during the garbage and recycle collection. A cheque for the security deposit fee of \$250 is required and will be returned on the following business day after an inspection of the elevator and common areas has been performed and no damage is found. I know that for move-outs only, the deposit must be made by certified cheque or order and for move-ins or deliveries the deposit may be made by personal cheque. If damages exceed the amount of \$250, I/We also accept responsibility and will make restitution to T.S.C.C. 1431. I/We also accept the decision of the Management in respect to the amount of damages is final and binding.

I/We also understand that if I/we cannot finish the moving in time and have blocked the garbage/recycling truck for the collection, I/we will pay all extra charges imposed by the City.

I/We acknowledge that I/we have read and accept all of the conditions outlined herein and agree to abide by all rules and regulations in force in the condominium.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

Received by: \_\_\_\_\_

I acknowledge receipt of the deposit cheque of **\$250**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Elevator Inspection Report must be attached

Garbage collection: Tuesdays 9:00 a.m.- 2:00 p.m. & Fridays 12:00 p.m.- 7:00 p.m.

Recycle collection: Thursdays 9:00 a.m.- 2:00 p.m.

If the collection day falls on a statutory holiday, it will be moved to a day before or after the holiday in accordance with the notice of the City.