

YOUNG CONDOS
55 DUKE STREET W., KITCHENER
ELEVATOR RESERVATION FORM

Residents who would like to reserve an elevator must complete and return this document at least seven (7) days in advance of the requested date of use.

Please return this form to concierge@youngcondos.ca AND youngcondosmanagement@wilsonblanchard.com

PURPOSE: <i>Select one.</i>	MOVE-IN	MOVE-OUT	DELIVERY
NAME:	Last Name	First Name	
STATUS:	Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>	
SUITE NUMBER:			
HOME PHONE:			
BUSINESS PHONE:			
CELL PHONE:			
E-MAIL:			
DATE REQUIRED: DD/MM/YYYY			
TIME REQUESTED: <i>Select one.</i>	9:00 A.M. – 1:00 P.M. <input type="checkbox"/>	1:00 P.M. – 5:00 P.M. <input type="checkbox"/>	
	¹ <u>Booking arrangements for tenants must be made by the Unit Owner (Landlord) directly.</u> ² <u>Monday to Saturday only. <i>Sundays and Holidays not permitted</i></u>		

I understand and agree to the following conditions:

- a) **Booking arrangements for tenants must be made by the Unit Owner (Landlord) directly. Manager or concierge will meet resident on site at the time of the booking to turn the elevator over.**
- b) Bookings are accepted on a first-come first –served basis, as determined by receipt of the completed form(s) by our office.
- c) Moving vehicles must park in the area designated for moving only. Please move the vehicle as quickly as possible when move is complete.
- d) It is your responsibility to ensure that the outside doors are not left unattended during the moving in/out process. All doors must be fully secured and locked upon completion of your move.
- e) All cardboard boxes must be cut and folded and placed in the recycling area in accordance with the building recycling program.
- f) Common areas, elevator cabs, hallways, garbage rooms, etc. will be checked before and after a move. Any clean up or damage costs, as a result of your move-in or move-out is your responsibility.
- g) NO MOVING IS PERMITTED ON SUNDAYS OR HOLIDAYS.**

Young Condos Elevator Reservation & Move-In/Out Agreement

I hereby acknowledge that I have read the Agreement as presented above and, hereafter, I agree to the Rules and Regulations in force in the Condominium from time to time and I hereby accept the conditions contained herein and in the Rules and Regulations, a copy of which I have received and read.

Resident's Name

Resident's Name

Resident's Signature

Resident's Name

Dated (DD/MM/YYYY)

Dated (DD/MM/YYYY)

Approved

Dated (DD/MM/YYYY)

Pre-inspection (Note any noticeable damages prior to use of elevator.)

Resident's Signature

Management's Signature

Post Inspection (Report any damages after use of elevator.)

Resident Signature

Management Signature