

**CCC No. 145 – Park Square
ELEVATOR RESERVATION &
IN-COMING / OUTGOING MOVE REGISTRATION FORM**

1. Full Name: _____ Suite No. _____
2. Moving IN OUT Tenant Owner
3. New Address: _____

4. Date of move: _____
5. Name of moving Company: _____
6. Deposit Cheque Received: \$200.00 (Refundable subject to inspection.
Deposit required for all moves, including to/from Ground floor units)
7. Administrative Charge Received: \$50.00 (Non-refundable)
**BOTH AMOUNTS TO BE PAID BY CHEQUE, CERTIFIED CHEQUE OR MONEY ORDER ONLY.
CASH WILL NOT BE ACCEPTED. Please make cheque payable to CCC No. 145.**

Please call 613-231-2622 for moving arrangements. If no one is in the office, kindly leave a message on the answering machine and your call will be returned as soon as possible.

It is understood that a staff member will accompany you just prior to the move to identify any pre-existing damage to the common elements on your move route through Park Square. A staff member will also accompany you after the move to re-inspect for damage which may have occurred during the move.

It is hereby acknowledged that the rules appearing on the reverse side of this form constitute a part of this agreement.

Witness

Owner / Tenant

Pre-existing damage:	YES	_____	NO	_____
Please describe:				

Owner / Tenant Signature: _____			Staff Signature: _____	

TO BE COMPLETED BY STAFF MEMBER ONLY				
Damage:	YES	_____	NO	_____
If damage occurred, please describe:				

Staff Signature: _____				

No damage occurred during the move and the deposit cheque was returned.	
Date: _____	Staff Signature: _____
Cheque returned to: _____	
Owner / Tenant Signature	

MOVING RULES

10. ELEVATORS and MOVING/DELIVERIES

The following rules apply to owners and tenants, whether moving in or out. Owners are responsible for ensuring that their tenants adhere to these rules.

- (A) The owner must give notice, of at least 30 days, of an intended move and a reservation made for the use of the service elevator, with the Building Manager.
- (B) Normal hours of moving shall be from 9:00am to 5:00pm, Monday to Friday. No moves are permitted on Saturday or Sunday or statutory holidays.
- (C) There is a non-refundable charge of \$50.00 for the use of an elevator for any move. Payment is to be made by cheque (not cash) payable to CCC No.145.
- (D) A refundable deposit of \$200.00, also payable by cheque to CCC No. 145, is to be left with the Building Manager to cover the cost of possible damage to the common elements incurred during the move. This deposit will be returned if no damage occurs, 30 days after the move. The owner will be billed accordingly if damage in excess of \$200.00 occurs. The owner reserving the service elevator hereby authorizes the Corporation to deduct from the security deposit lodged with it the cost of any repairs. If the cost of repairs exceeds the amount of the security deposit the full cost of repairs less the amount of the security deposit shall be assessed against the owner reserving the service elevator as a common element expense.
- (E) The owner shall be held responsible if their tenants fail to pay the \$50.00 charge in Rule 10(C), the \$200.00 deposit in Rule 10(D), or for any damage in excess of \$200.00 caused during the move.
- (F) The owner must ensure that a responsible adult remains in the main floor lobby to supervise the move and maintain security. Failing this, a security guard must be hired for this purpose at the owner's or tenant's expense. In the absence of such a responsible person, the Board reserves the right to impose a penalty of \$100.00 to be taken out of the \$200.00 refundable deposit.
- (G) The front doors must not be left open for extended periods during cold weather (below 0 degree C) or heat waves (above 30 degree C).
- (H) Objects are not to be placed against the mirrors, brass finishes, or wallpaper or on the furniture in the main lobby, or floor lobbies.
- (I) Owners must reserve a service elevator with the Building Manager for an appropriate time to receive deliveries such as large household appliances or furniture; meet the trades and/or delivery persons at the lobby and supervise the transfer of goods to their unit.