

WNCC 196 ELEVATOR RESERVATION REQUEST FORM

Completed forms to be mailed or dropped off with payment to:
Five Rivers Property Management Group Inc., 28 Bett Court, Guelph, ON N1C 0A5

PLEASE BE ADVISED THAT 5 BUSINESS DAYS NOTICE IS REQUIRED FOR ALL ELEVATOR RESERVATIONS

REQUEST DATE FOR USE OF ELEVATOR: _____

Whereas the Board of Directors is committed to maintaining the common elements of the property in good condition and recognizes that WNCC 196 is a multi-residential community with a regular turnover of residents.

MOVE IN/OUTS: ONE 3 HOUR BOOKING PER DAY IS PERMITTED

Any fees noted are to cover staffing costs as a Superintendent is not always on site.

All fees are due PRIOR TO MOVE and are PAYABLE TO WNCC 196 BY CHEQUE OR MONEY ORDER.

1. **A. Reservations are not permitted on evenings, Sundays, or most holidays.** An extra fee exists on holidays and evenings and is dependent on staff availability.
- B. Monday to Friday 1:00pm - 4:00pm FREE OF CHARGE** -Damage Deposit is still required.
- C. Monday to Friday 9:00am - Noon** for a fee of \$100.00 + HST = **\$113.00**
- D. Saturday 9:00am - Noon or 1:00pm - 4:00pm** for a fee of \$200.00 + HST = **\$226.00**
- E. HOLIDAYS 9:00am - Noon or 1:00pm - 4:00pm** for a fee of \$375.00 + HST = **\$423.74**
The fee covers the staffing fees on a holiday at time and half or double time.

Payment and deposits (made payable to WNCC 196) **MUST BE RECEIVED** at the **Five Rivers Property Management Office** -28 Bett Court, Guelph, ON N1C 0A5 **BEFORE your booking is confirmed.**

MORNING 9:00 AM TO 12 NOON _____ (check one)

OR

AFTERNOON 1:00 PM TO 4:00 PM _____ (check one)

2. All move-in/outs require a **\$350.00 REFUNDABLE damage deposit** submitted by cheque/ money order **payable to WNCC 196 PRIOR to the moving date.** If there is no damage noted by the moving attendant, the deposit cheque will be destroyed.
3. To cancel any reservations Property Management must be notified by **NOON no later than Thursday** prior to reservation. Failure to cancel the reservation will result in full payment of the booking fee or \$100.00 of the damage deposit if the move was booked on a Monday – Friday 1:00pm – 4:00pm.
4. Please note the elevator will be placed on service at the start reservation time – no exceptions. If you are late, you may find your elevator is resting on a different floor (other than the lobby). You may have to use the stairs and walk up to the floor where the elevator is located. You will then have to press and hold the button on the outside of the elevator (call button) to open the doors. Once doors open, step in and press and hold the ground floor/lobby floor button to send the elevator to the main floor. **The Corporation will not be responsible for late arrivals or if the elevator is on a different**

floor upon your arrival. The elevator will be placed back in public use at the end of your scheduled reservation time regardless of circumstance.

5. The Unit Owner is responsible for reserving the elevator and fee payment. Failure to pay the fee means that the Unit Owner is in default. If this occurs additional fees could be incurred.
6. Anyone moving out of the building on a Saturday/ Holiday must pay the fee in advance of the move or the elevator will not be reserved.
7. Anyone moving into the building must provide the Property Manager with a **completed Unit Owner Information Form (Owner or Tenant) 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.
8. **ALL MOVE IN/OUT OR LARGE DELIVERIES are to be booked with the Property Manager 5 BUSINESS days in advance** of a move so the elevator moving pads can be installed. The minimum of 5 BUSINESS DAYS must be adhered to due to an accommodation request. **The Corporation has the right to refuse any reservation request for any reason.**
9. The elevator may be put on service for loading, lifting, and unloading, but may be placed back in use between loads so other building occupants may have use of it.
10. Residents of the main floor may not move items in or out through their patio doors.
11. Residents may only use the front doors to move items in and out, side entrance ways are not permitted.
12. Prior to moving in/out, the Property Manager/Off Site Super or their Agents at a scheduled time will inspect the moving route, note any prior damages to the common elements, and shall make note of such damages.
13. Any damages caused during a move-in/out by the unit owner, tenant, or their agent (movers/real estate agents/friends etc.), will be charged to the unit owner and shall be repaired by arrangement and at the direction of the Corporation (the Board or Property Manager), at the cost and expense of such owner.
14. Heavy furniture and other objects may **not be placed on the landscaping.**
15. Doors are to remain closed. Propping open, jamming, or allowing the entry doors to remain open and unsupervised for a lengthy period compromises the security of the building and is not permitted. Any costs associated with any loss to the Corporation because of negligence in this manner will be invoiced to the unit owner.
16. Appropriate moving equipment should be used to **prevent damage** to common elements.
17. Unit owners or their agent(s) **must remove all debris** created by the move.
18. Unit owners or their agent(s) may **not dispose of bulky items in the Corporation garbage room or outdoor garbage bins.** Disposal of bulky items is at the cost of the unit owner and must be arranged separately. If the Corporation is made aware of the disposal of bulky items by a unit owner or their agent(s), all associated costs will be charged back to the unit owner for removal of said items.

- 19.** During a move-in or move-out, boxes, furniture, and other items may not be lined up in the shared areas, including the foyer, lobby, and common hallways. Failure to remove items or left behind trash or perceived trash will be cleared up by the Corporation and all costs associated invoiced to the unit owner.

Name of Owner: _____ Unit Number: _____

Signature of Owner: _____ Date submitted: _____

Name of Tenant: _____ Signature of Tenant: _____

**Signing this document confirms you have read and understand the conditions*

***Fees subject to change without notice*