



Managing Agent
Reid Property Management
18-1010 Polytek Street
Ottawa, Ontario,
K1J 9J1

Ottawa Carleton Standard Condominium Corporation # 803

Service Elevator Agreement

All residents moving household goods or furniture in or out of the building must make arrangements with the SECURITY SUPERVISOR (Mon to Fri 7am-3pm) a minimum of one week prior to the move. As a courtesy, EMERGENCY BOOKINGS may be available through any GUARD but are neither guaranteed nor desirable.

The SECURITY SUPERVISOR will ensure that the date is available, book Elevator #3, and complete this booking form. There is no guarantee that the receiving area in the garage will be available, as it is owned by Claridge and used by Rexall. Rexall allows O.C.S.C.C. #803 use of the receiving area when they are not using it. The receiving area is available on a "First Come, First Served basis.

When parking moving truck, it must be facing forward so that the back end of the truck is facing the garage door. Also, four feet must be left between the front of the truck and gate and must not pass the white line. Any moving trucks that are unable to follow this must be parked outside of the garage.

Moving hours are Monday to Friday 10am-9pm and Saturday to Sunday 9am-9pm.

All items shall be moved through the back door of the building (receiving area) and lobby of P1. No goods shall ever go through the main lobby.

A valid government issued photo ID is required to be held at the security desk until the elevator and all affected areas have been inspected by Security and the mover. A move in/out checklist form will be filled out prior to and after the move. If any damages are found, there will be a charge for repairs.

Only ELEVATOR #3 may be used and the protective pads must be installed. Moving without pads carries a \$125.00 administrative fee. From the time you start moving, you are allowed up to four hours. You may be charged \$50.00 per hour for moves that extend outside booked hours. (A Debit machine is available to pay for for any outstanding charges.)

Neither O.C.S.C.C. #803 nor its employees or assignees carry any responsibility for damages or costs that may be incurred through the move or accidental error or omissions.

I have read and agree to the terms stated above.

Name: SIGNATURE:

MOVING DATE: MOVING TIME:

UNIT #: PHONE #:

APPROVED BY: IN OUT DELIVERY