ELEVATOR RESERVATION REQUEST FORM

WCC47 – 8 Christopher Court, Guelph ON

DATE REQUESTED: _____

Whereas the Board of Directors is committed to maintaining the common elements of the property in good condition and recognizes that WCC47 is a multi-residential community with a regular turnover of residents:

ONE FIVE-HOUR BOOKING PER DAY IS PERMITTED

1. Moving in or out of the building or between units is permitted from Monday to Saturday between 8 a.m. and 6 p.m. only. **Moving is not permitted on Sundays**. Please check one of the following as your preference:

   MORNING 8 a.m. to 1 p.m. _____

   AFTERNOON 1 p.m. to 6 p.m. _____

2. Owners/landlords must submit an elevator reservation request form to the superintendent by email to wcc47super@gmail.com or by regular mail or hand-delivery to 8 Christopher Court, Guelph ON N1G 4N7.

3. Prior to being permitted use of the elevators or any other facilities, owners/landlords must complete and submit a **Unit Owner Information Form** by email to diane@fiveriverspm.ca or by regular mail or hand-delivery to Five Rivers Management Group, 28 Bett Court, Guelph ON N1C 0A5. Residents' names will not be added to the entry intercom until a completed unit registry package is submitted.

4. All moves and large deliveries requiring an elevator must be booked with the superintendent **at least three (3) days in advance** so the elevator can be reserved and moving pads installed.

5. Any damage caused during a move-in or move-out by a unit owner, a tenant or their agent will be repaired by the corporation and billed to the responsible unit owner.

6. Heavy furniture and other objects may not be placed on the landscaping during the move.

7. Appropriate moving equipment shall be used to prevent damage to common elements.

8. Unit owners or their agent(s) **must remove all debris** created by the move. It must **NOT** be left in the garbage room.

9. During a move-in or move-out, boxes, furniture and other items may not be lined up in the common areas, including the foyer, lobby and hallways, in a manner that would impede entering or exiting the building.

Unit #_____ Owner's Signature_____

Date _____ Print Owner's name_____

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

Approved by the WCC47 Board of Directors on November 26, 2019