

WCC 252 The Cambridge Grand **ELEVATOR REQUEST FORM**

- Please complete and return the attached elevator request form asap, at least five (5) business days in advance to our building manager, via email 200Jamieson@lcmpropertyservices.com (519-504-6997).
- Elevator requests are available from 8:00 a.m. – 4:00 p.m. **No Sunday or statutory holiday move ins, move outs and/or deliveries.**
- **At least five business days advance notice** is required for an elevator request. The more notice given, the better your chances of receiving the requested time.
- Elevator requests scheduled Monday to Friday, from 8:00 a.m.- 4:00 p.m. are at no charge, as they are during regular staffing hours. **There are no after-hour moves allowed.**
- Bookings scheduled for Saturday from 9:00 a.m. to 12:00 p.m. OR 12:00 p.m. to 3:00 p.m. require **at least 10 business days' advance notice is required to accommodate the move in or move out.**
- 18-wheel moving trucks are not permitted on the property due to concerns with the interruption caused to traffic flow in and out of the property by the size of the truck. Moving trucks must not impede flow along roadways or fire routes.
- Storage 'pods' are permitted for use as temporary moving equipment but are not permitted to be stored on the property overnight and may only be delivered following advance scheduling with the Condominium Manager. The Condominium Manager will advise on a suitable location for the placement of the storage 'pod'. Any damage to common elements from the storage pod will be repaired by the corporation and charged back to the unit owner.
- Any damage caused during a move-in or move-out by the unit owner, tenant, or their agent, will be charged to the unit owner and shall be repaired by arrangement and at the direction of the Board, at the cost and expense of such owner. _____ **initial**
- Unit owners, tenants or their agent (s) must remove all debris created by the move. All cardboard, waste and packing materials must be taken offsite i.e. to the waste depot to be disposed of. _____ **initial**
- Moving trucks must be removed from the loading zone immediately following completion of the move-in or move-out and may not be kept on site for any extended period before or after the move.

A reminder that unit owners are responsible for informing their tenants of this elevator request policy. Owners are responsible to update their online unit owner information form prior to scheduling the elevator and intercom request form <https://fiveriverspm.ca/forms/>

Note: THE ELEVATOR MUST BE SCHEDULED FOR SERVICE. Using the elevator without it being in service can cause major damage to the elevator equipment. If it is reported to the office that a resident has moved without an elevator booking and damage occurs, the offender will be charged back (security footage will be used to confirm a violation of the policy).

Unit #: _____

Name: _____

Phone Number: _____

Date Required: _____

Time required: 8:00 a.m. to 12:00 noon _____

12:00 noon to 4:00 p.m. _____

Saturday 9:00 a.m. to 12 noon _____

12 noon to 3:00 p.m. _____

I/We, owner (s) of unit # _____, agree to abide by the responsibilities listed in this document. I/we understand and acknowledge that I/we will be held responsible for any injury or damage that may occur to the common elements during move in/out by ourselves or our tenants. I/We further understand and agree that the Corporation may collect any costs incurred to repair/clean the common elements from us in the same manner as monthly common expenses, which includes the registration of a lien against my/our unit.

WCC 252 will not be liable for damage or injury occurring during move in/out.

Signature(s) of unit Owner (s) _____

WCC 252 Sign off _____

Date: _____ Pre-Inspection Signature: _____

Date: _____ Post-Inspection Signature: _____