

Elevator Use

The Tenant shall notify the Property Office a minimum of five (5) full working days in advance of moving into or out of the Leased/Owned Premises in order to schedule a time for reservation of the elevator. If moving in on a weekend or a Statutory Holiday, please call at least SEVEN business days prior to move.

The elevator located at: _____, is booked for use on:
_____, between the hours of _____ and _____.

An elevator key has been provided for the purpose of locking the elevator “on service” to be used for moving during the above mentioned time frames only.

- Elevator Pads must be used, when available.
- The key must not be left unattended in the elevator.
- The elevator must only be used during the time indicated above.
- The key must be returned to the property office on the next business day. Failure to return the key on the next business day will result in the replacement cost of the key being charged to the tenant.

I/We understand and accept financial responsibility for damage to the elevator and also for not returning the elevator key to the Property Office on or before the next business day.

Signature of Resident _____

Tenant(s) Address: _____ (moving in)

Forwarding Address: _____ (vacating)

Phone number: at New Address : 1 – (_____) - _____
(Area Code)