

# Elevator Reservation Form

Resident Name \_\_\_\_\_ Residence # \_\_\_\_\_

Contact Phone Numbers Home \_\_\_\_\_

Cell \_\_\_\_\_

Work \_\_\_\_\_

Name of Moving Company (if applicable) \_\_\_\_\_

Date of Request \_\_\_\_\_

Date of Move \_\_\_\_\_

## **Weekdays:**

Move In Time	8 AM TO 10 AM	Move Out Time	8 AM TO 10 AM
(Circle One)	10 AM TO 12 PM	(Circle One)	10 AM TO 12 PM
	12 PM TO 2 PM		12 PM TO 2 PM
	2 PM TO 4 PM		2 PM TO 4 PM
	4 PM TO 6 PM		4 PM TO 6 PM
	6 PM TO 8 PM		6 PM TO 8 PM

## **Weekends:**

Move in Time	10 AM TO 12 PM	Move Out Time	10 AM TO 12 PM
(Circle One)	12 PM TO 2 PM	(Circle One)	12 PM TO 2 PM
	2 PM TO 4 PM		2 PM TO 4 PM
	4 PM TO 6 PM		4 PM TO 6 PM

## **THE UNIT OWNER MAKING THE ELEVATOR RESERVATION AGREES TO THE FOLLOWING TERMS AND CONDITIONS:**

- A) You will be responsible for damages to the elevator, common area hallways and loading docks incurred during your move. In the event, any cleaning or repairs/replacements are necessary due to your move you will be charged in your monthly assessment for the cost of the cleaning and or repairs/replacements.
- B) In order to avoid damage, please use care when moving. Common area carpeting should be covered to avoid carpet burns (damage caused by moving cart wheels.)

