



ELEVATOR BOOKING AGREEMENT

BOOKING DATE _____

SUITE NO. _____ **RESIDENT NAME** _____

MOVING IN _____ **MOVING OUT** _____ **DELIVERY** _____

BOOKING TIME:

8:00 AM TO 12:00 PM _____

9:00 AM TO 1:00 PM _____

10:00 AM TO 2:00 PM _____

11:00 PM TO 3:00 PM _____

12:00 PM TO 4:00 PM _____

4:00 PM TO 8:00 PM _____

INSPECTION REPORT

Moving Room **Before** _____ **After** _____

Elevator **Before** _____ **After** _____

Corridor Walls **Before** _____ **After** _____

Corridor Carpets **Before** _____ **After** _____

Light Fixtures **Before** _____ **After** _____

Unit door & Frames **Before** _____ **After** _____

Resident Signature before move _____

Resident Signature after move _____

FOR MOVING IN & OUT A PAYMENT OF \$60.00 (CASH OR CHEQUE) TO HSCC NO. 504 IS REQUIRED