

340 WEST SUPERIOR ELEVATOR REGISTRATION FORM

**PLEASE COMPLETE THIS FORM OUT AFTER CONTACTING THE OFFICE TO SCHEDULE
YOUR ELEVATOR TIMES**

Resident Name: _____

Unit Number: _____

Contact Phone #: _____

Alternate Contact #: _____

Name of Mover: _____

Date of Request: _____

Date of Move: _____

Move Time- from _____ to _____ Maximum of 4 hours.

The Unit Owner making the Elevator Reservation agrees to the following terms and conditions:

- Your deposit will be refunded following inspection from an authorized building representative. The inspection is a check for damages to the elevator, common area hallways, freight, elevator and loading docks. In the event, any cleaning or repairs/ replacements are necessary; the deposit will be used to cover the appropriate charge(s). If, for any reason, the charge(s) exceed the deposit, you will be responsible for the difference.
- 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).
- Please break down all moving boxes and place in the nearest trash room. All moving material debris that fit in the trash chute should be disposed of promptly. Please notify to Management Office that you have left boxes in the chute area so that a member of the maintenance staff can remove them. All debris in hallways, elevator, loading dock and all common areas should be picked up and disposed of properly.
- Prior to your move date you are required to supply the Management Office with a certificate of insurance for general liability and property damage from your moving company in the amount of \$1,000,000 naming 340 West Superior and Management as additional insured. If you are moving your self you will need to contact your insurance agent and have them supply the Management Office with a certificate of insurance in the amount of \$1,000,000 naming 340 West Superior Condominium Association and Management as additional insured.
- Your moving time is reserved for the time specified on this form. Due to time constraints it is essential that your move occur during the time specified. In the event you are not able to move during this time or need additional time please contact the Management Office to arrange additional time if available. If you do not complete your move in the time reserved there is a \$100 per hour fee plus expenses associated with additional security personnel costs and costs that are associated with moves that may be delayed to your using more than your reserved time.
- You accept full responsibility for yourself, moving company employees, and guests who assist in your move. With respect to your licensees, guests, invitees, you agree to save and hold the Association and Advantage Marketing and Management and their employees harmless from any such liability in accordance with and subject to state law.
- The Association, Management, and their employees are not responsible for any uncontrolled elevator outages due to mechanical or other issue making the freight elevator unavailable for your scheduled

time. The Association, Management and their employees are not responsible for any losses incurred in the event that the freight elevator is not available for your move. In the event the freight elevator is not available at the time of your move another time will be made available for your move

- You are responsible to make payment for the use of the freight elevator five days prior to your move in date. A deposit of \$500 must accompany this form payable to 340 West Superior Condominium Association.

Amount of Deposit: \$500.00

Elevator Fee: \$300.00

Date Accepted: _____

READ BEFORE SIGNING

Resident

Date