



An **Associa**® Company

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ELEVATOR BOOKING INFORMATION YOUNG CONDOS

To book the elevator, please visit the link below:

<https://calendly.com/youngcondoselevator/residents>

- Elevator bookings are 4-hour time slots from Monday to Saturday.
 - Monday – Friday 9am-1pm or 1pm-5pm.
 - Saturday – 9am-1pm or 1pm-5pm.
 - Sundays and Holidays – moving is not permitted.
- Residents must complete the elevator booking form provided by the Concierge and return it to them to confirm booking.
- Please return this form 7 days in advanced of your booking to **concierge@youngcondos.ca** and **youngcondosmanagement@wilsonblanchard.com**
- Booking arrangements for tenants must be made by the Unit Owner (Landlord) directly. Concierge will meet the resident on site at the time of the booking to turn the elevator over.
- Bookings are accepted on a first come first –served basis.
- Moving vehicles must park in the area designated for moving only. When the move is complete, vehicles must be moved as quickly as possible.
- It is the resident’s responsibility to ensure that the outside doors are not left unattended during the moving in/out process. All doors must be fully secured and locked upon completion of your move.
- All cardboard boxes must be cut and folded and placed in the recycling area in accordance with the building recycling program.
- Common areas, elevator cabs, hallways, garbage rooms, etc. will be checked before and after a move. Any clean up or damage costs as a result of your move-in or move-out is your responsibility.