

# Museum Park Lofts Condominium Association

125 East 13<sup>th</sup> Street, Chicago, IL 60605  
Phone: 312.235.0486 Fax: 312.566.9553  
E-mail: Cherie.schmidt@associa.us

## Elevator Reservation Form

Resident Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_  
Day Telephone #: \_\_\_\_\_ Cell Telephone #: \_\_\_\_\_  
Name of Mover: \_\_\_\_\_ Certificate of Insurance Provided: \_\_\_\_\_  
Date of Request: \_\_\_\_\_ Date of Move: \_\_\_\_\_  
Move Time Monday-Friday:  
9:00 am-12:00 pm \_\_\_\_\_ 12:00 pm-3:00 pm \_\_\_\_\_

*There are no exceptions. Reservations must be made a minimum of 7 days in advance of the move or delivery date.*

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

- Your deposit, if applicable, will be refunded following inspection from an authorized building representative. The inspection is a check for damages to the elevator, common area hallways, 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 1<sup>st</sup> floor trash room. All moving material debris that fits in the trash chute should be disposed of promptly. All debris in hallways, elevator, loading dock and all common areas should be picked up and disposed of properly.
- Prior to your move date or delivery date you are required to supply the Management Office with a Certificate of Insurance for General Liability and Property Damage from your mover or delivery company naming Museum Park Lofts Condominium Association and Draper and Kramer, Inc. as "additional insured". If you are moving yourself, you will need to contact your insurance carrier and have them supply the Management Office with a Certificate of Insurance. Certificates of insurance can be emailed to
- 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 or delivery in the time reserved, you will be charged a fee of \$100 per hour plus any expenses associated with additional personnel as well as all costs that are associated with another move or delivery that may have been delayed due to your using more than your allotted time.

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- 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 Museum Park Lofts Condominium Association, Draper and Kramer, Inc. and their employees harmless from any such liability in accordance with and subject to state law.
- Museum Park Lofts Condominium Association, Association, Associa Chicagoland 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. Museum Park Lofts Condominium Association, Associa Chicagoland. and their employees are not responsible for any losses incurred in the event that the elevator is not available for your move or delivery due to Museum Park Lofts Condominium Association business. In the event the elevator is not available during your reservation period, an alternate time will be made available for your move or delivery.

## FOR MOVE-IN AND OUT ONLY:

- You are responsible to make payment/reservations for the use of the freight elevator a minimum of seven business days prior to your move date. A deposit check of \$500.00 must accompany this form payable to Museum Park Lofts Condominium Association. A separate check for the move fee of \$250.00 should also accompany this form payable to Museum Park Lofts Condominium Association. Floor to floor moves are \$100.00 for the elevator usage.
- Elevator time will not be held without payment. Only cashier's checks or money orders will be accepted.

Amount of Deposit: \$500.00

Date Accepted: \_\_\_\_\_

Amount of Move Fee: \$250.00

Date Accepted: \_\_\_\_\_

Amount of Floor to Floor Move Fee \$100.00

Date Accepted: \_\_\_\_\_

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### READ BEFORE SIGNING

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

**PLEASE COMPLETE AND SIGN THIS FORM AFTER CONTACTING THE OFFICE TO  
SCHEDULE YOUR ELEVATOR RESERVATION**