



601 Surf Avenue, Brooklyn NY 11224 (718) 266-2175 (718) 266-2542 (fax)

## **ELEVATOR RESERVATION FORM**

**Use of elevators for below purposes is allowed between the hours of 9am-4pm, Monday-Friday. Failure to adhere to this rule will result in a fine.**

Name of Resident: \_\_\_\_\_

Building #: \_\_\_\_\_ Apartment: \_\_\_\_\_

Elevator Request Date: \_\_\_\_\_ Time: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

**1. Purpose** (Circle Appropriate Activity)

Move-In    Move-Out    Delivery    Debris/Furniture Removal

List of Items: \_\_\_\_\_

- 2. I agree that it is my responsibility to insure the protective padding is not removed or stolen for the duration of the elevator usage. I further agree that this form must be signed by Security on the day the elevator is used to avoid fines.**

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit (\$300) Paid:    Yes    No    Disposal Fee (Debris/Furniture)

Approved by: \_\_\_\_\_ (Managing Agent)

**3. Elevator Inspection** (filled out by Security Officer and/or Managing Agent)

Elevator Protective Padding: \_\_\_\_\_

Elevator/Hallways Condition Before Usage: \_\_\_\_\_

Elevator/Hallways Condition After Usage: \_\_\_\_\_

Inspected By: \_\_\_\_\_ (Security Officer)

**4. Deposit Returned:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signature of Apartment Owner)

**Please Check In to the Security Desk before your expected Delivery or Move in/out**