



1829 SENATE STREET  
COLUMBIA, SC 29201

### Elevator Reservation Agreement

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

Owner: \_\_\_\_\_

Unit: \_\_\_\_\_

Elevator Reservation Date(s):	Amount Due
_____	_____
_____	_____

Terms: Fee is due upon receipt or charged to your account \$300.00 per reservation (\$150.00 is refundable provided all move in/out procedures referenced below are strictly followed). The Maintenance Supervisor will determine if the refund is granted or not.

Please log into your homeowner portal pay the reservation fee at:

[https://cmmrealty.appfolio.com/connect/users/sign\\_in](https://cmmrealty.appfolio.com/connect/users/sign_in)

**\*If one of the elevators is not working at the scheduled time of Move-in, the move in cannot take place. It must be rescheduled for another time.**

It is the owner's responsibility to oversee that their moving company follows all rules and regulations per this agreement. If Maintenance personnel observes that the moving company/vendor is not following the rules, then Maintenance will contact the owner and explain the violation(s) and it will be the owner's responsibility to explain the moving company/vendor the violations that are reported. If the moving company/vendor continues to disobey the procedures as referenced herein, the \$150.00 reservation fee will be forfeited.

**Moving Company/Vendor Procedures:**

1. Moving Company/Vendor Representatives must wear a mask at all times in all common areas.
2. Reservation hours are Monday-Friday from 8:30 am- 6:00 pm (no delivery is permitted on holidays to include Christmas Eve, New Year's Eve and Good Friday).
3. Elevator #1 (the left elevator) is the only elevator to be used and the elevator pads must be in place to protect the interior finishes.
4. Do not lean or place furniture or items against any walls at anytime.
5. Do not block Elevator #2 at anytime
6. Do not stack items in the hallway that will block the hallway access, Elevator #2, or the call buttons for either elevator at anytime of the delivery and/or move in/out.
7. All common area must be left in the condition prior to the move (in other words Clean).

\_\_\_\_\_  
The Heritage Employee Signature

\_\_\_\_\_  
The Heritage Resident Signature

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_