

Essex Standard Condominium Corporation (ESCC No. 122)
 Property Management – Danbury Property Management
 Unit 2 – 2296 Richmond St., Windsor, ON N8Y 1L6
 519 974 3003
 email info@danburypropertymanagement.com

ELEVATOR RESERVATION FORM

Portofino Condominiums
 1225 Riverside Dr. W., Windsor, ON N9A 0A2
 Concierge Desk – 519 915 0805 Hours: 8am– 5pm Daily (Unavailable at lunch 12-1)

***PLEASE SEND COMPLETED FORM TO portofinocondos@gmail.com
 and speak to the Concierge to confirm booking.**

RESIDENT DETAILS

NAME	
SUITE NO.	
PHONE NUMBER	
EMAIL ADDRESS	

RESERVATION DETAILS

Reservation Date: No reservations on Sundays	
Reservation Time: (*Please select one)	Morning 8 am – 12 Noon OR Afternoon 12 Noon – 4 pm
Elevator Purpose: (*Small Delivery or Full Move In/Out)	
Special Notes:	
Terms and Conditions:	*Please make your reservation at least 1 week prior to ensure the elevator gets reserved. *You may be charged an hourly rate of \$50.00 if you go over the time allotted for your move. *For Full Move Outs: A DAMAGE DEPOSIT CHEQUE is required in the amount of \$250.00 payable to ESCC No. 122. You will be charged this fee if there is any damage to the elevator or building during your move.
Signature	<hr/> * I AGREE TO THE TERMS AND CONDITIONS SET FORTH ABOVE*
Date:	
(FOR OFFICE USE ONLY)	Date Approved: _____ Approved By _____