



## INFORMATION PACKAGE FOR ALL RESIDENTS &amp; OWNERS

rev. Oct 2014

1. PROPERTY MANAGEMENT
2. RESIDENT INFORMATION- Records of the Corporation
3. TELEPHONE NUMBERS
4. BOARD OF DIRECTORS
5. Security Staff
6. CLEANERS- House Keeping
7. MOVING AND DELIVERIES
8. ENTERPHONE SYSTEM
9. VISITORS AND VISITORS' PARKING
10. ACCESS CARDS/GARAGE REMOTES
11. SUITE KEYS
12. MAIL BOX KEYS
13. SECURITY FEATURES
14. OPENING OF SUITE DOORS
15. VACATIONS AND OTHER ABSENCES
16. CORPORATION DOCUMENTS
17. COMMON ELEMENT ASSESSMENT PAYMENTS (CEA)
18. METERS FOR HYDRO-ELECTRICITY
19. COMMUNICATION
20. MAIL DELIVERY
21. GARBAGE/RECYCLING
22. PARKING
23. PARKING (GARAGE)
24. BICYCLES
25. AIR CONDITIONING AND HEATING UNITS
26. Main Suite Doors
27. DOOR ALARM CONTACT & IN-SUITE ALARMS
28. LAUNDRY
29. ELECTRICAL

- 30. WATER SHUT OFF VALVES
- 31. WATER LEAKS
- 32. CORRIDORS, DOORS AND SUITE DOORS
- 33. NOISE – DISTURBANCES
- 34. MAINTENANCE/REPAIRS
- 35. LOCKERS
- 37. SOLICITING
- 38. BALCONIES, TERRACES AND WINDOWS
- 39. SATELLITE DISHES
- 40. AMENITIES – INDOOR AND OUTDOOR
- 41. PARTY ROOM USE
- 42. OUTDOOR PATIO
- 43. FITNESS ROOM 24/7
- 44. USE OF THE GUEST SUITES
- 45. SWIMMING POOL
- 46. GENERAL
- 47. INSURANCE
- 48. LEASING OF UNITS
- 49. PETS
- 50. IN-SUITE ANNUAL LIFE SAFETY INSPECTIONS: FIRE EQUIPMENT & ROOF ANCHORS
- 51. EMERGENCY PROCEDURES
- 52. FIRE SAFETY
- 53. TARION (O.N.H.W.P.) Warranty Information

Forms:

- Owner info change
- Form 5 summary of lease
- Parcel acceptance waiver
- Automatic withdrawal form
- Owner & Pet Registration form
- Lock box form
- Elevator agreement
- Guest suites
- Party room
- Key, fob and remote request
- Terrace barbecue
- Renovation Request and procedure
- Work Order Request Form**

# WELCOME TO

rev. April 2014



## INFORMATION PACKAGE FOR ALL RESIDENTS & OWNERS

*\* Please note that some of the information below may be for owners specifically and may not apply to those that are tenants. Please contact your landlord for inquiries prior to contacting property management.*



### 1. PROPERTY MANAGEMENT

**DEL PROPERTY MANAGEMENT INC.** has been entrusted to manage the complex as agents for, and on behalf of T.S.C.C. No. 2177 as of October 1, 2013. **Your Condominium Manager is Mr. David Casha**, and may be reached by phone at 416-530-2786, by fax at 416-530-0587, or by e-mail at [bliss.pm@delcondo.com](mailto:bliss.pm@delcondo.com).

The Property Manager addresses the day-to-day operations and condominium related concerns of the owners. Property Management takes direction from the Condominium Corporation's Board of Directors and is directly responsible for the maintenance, of all the Common Elements throughout the complex with the exception of the amenities which are managed by 59 East Liberty Property Manager. The Property Manager also carries out the supervision of any on-site cleaning, Concierge personnel and trade suppliers.

The on-site Management Office is located on the second floor of the Bliss building. Property Management is available during regular business hours and is also posted at the office door. To reach the Property Manager, please **call 416-530-2786, Fax 416-530-0587, e-mail: bliss.pm@delcondo.com**.

If you have an emergency after regular business hours and require Management personnel, please contact the **DEL Property Management Inc. emergency line** at **(416) 495-8866** and follow the instructions. The operator will know how to contact the on call manager.

**FOR ALL GENERAL EMERGENCIES, PLEASE CONTACT 9-1-1 DIRECTLY.**

### 2. RESIDENT INFORMATION- Records of the Corporation

It is imperative for your safety and security as well as to meet the requirements of the Condominium Act that every owner and resident completes a **Resident Information Form** for the records of the corporation. It is critical that this information be kept current.

**Please be assured that all information/ records of the corporation are held in the strictest confidence in accordance with P.I.P.E.D.A.**

### 3. TELEPHONE NUMBERS



- **Property Management:** Monday to Friday from 9:00 a.m. to 5:00 p.m. (except public holidays) for questions, problems, clarification, etc. 416-530-2786.
- **Emergencies:** After business hours, call the emergency number: 416-495-8866 and the operator will contact Property Management or the appropriate party.
- **Move-ins and deliveries:** All move-ins must be pre-booked. You can move in Monday to Saturday between 8:00 a.m. to 8:00 p.m. You are allowed four hours to move-in. Contact Security at 416-530-5837.
- **Your own repair person:** Following Registration, for anything within your suite that is not covered under the Taron warranty or part of the common areas or connected to a shared system – if unclear, please speak to the Property Manager.
- **Concierge:** The Concierge is available 7 days a week, 24 hours per day at Bliss concierge at 416-530-5837.



### 4. BOARD OF DIRECTORS

The Board of Directors is responsible for looking after the affairs of the Corporation and enforcing the Declaration, By-laws and Rules (the governing documents, along with the Condominium Act, 1998).

To contact the Board of Directors, please send all communication via Property Management.



### 5. Security Staff

The Security staff is on duty 24 hours a day, seven days a week. The Security staff reports to the Property Manager. Security can accept some deliveries on your behalf. **Only parcels smaller than 18" x 18" can be received.** The Concierge staff will not accept perishables or registered mail due to liability concerns and cannot leave the desk to bring a parcel to you. You must sign a liability waiver absolving the Concierge and Property Management of any responsibility for loss or damage. A parcel waiver has been attached. Please complete and drop it off to the Concierge at your convenience.

Concierge monitors the building's closed circuit cameras while on duty and will notify the appropriate emergency services should there be a reason. Otherwise, the alarms are monitored off-site. During a fire alarm the Concierge is responsible for meeting the Fire Department and advising them of the nature and location of the emergency. They will provide the Fire Department with a set of master keys and a list of residents requiring assistance. Should you require assistance in the event of an emergency please complete the assistance required form attached and submit it to the Concierge.

If you are booking telephone and cable TV. connections, please ensure that you advise them to have their technicians do their service at the building during 8:00 a.m. and 8:00 p.m. from Monday to Saturday. The

Concierge will allow these technicians access to the building's telecommunications room, **but not into your suite.**



## 6. CLEANERS- House Keeping

The Cleaners are responsible for cleaning the common areas of the building, testing the emergency generator, moving the garbage bins in and out of the loading areas for pickup and assisting with trade personnel that may be on site. They will also be assisting with the maintenance of some of the mechanical systems in the building. They are not engaged to clean up after your pets in any manner.

**Please note: The Cleaners have not been retained to do any work within your suite.**



## 7. MOVING AND DELIVERIES

Except without prior written authorization of the Board of Directors, moving and deliveries shall be permitted only between the hours of 8:00 a.m. and 8:00 p.m. Monday to Saturday (except statutory holidays). You must complete an "Elevator Reservation Agreement" form. You must book the elevator with the Concierge or online at [www.libertybliss.com](http://www.libertybliss.com) (registration required). You can obtain a form from the Concierge.

Moves and deliveries must be booked with the Concierge at least 24 hours in advance so that the elevator may be protected with moving blankets. Reservations for moving are made on first come, first serve basis. The delivery person must contact the Concierge to have the elevator placed on service upon arrival at the site.

It shall be the responsibility of the owner through the person reserving the service elevator to notify the Concierge and to request an inspection of the service elevator and adjacent common elements immediately prior to using the elevator. Upon completion of moving into or out of the building or the delivery, the owner reserving the service elevator shall forthwith request an immediate re-inspection of the service elevator and affected common elements. Any damage noted during the re-inspection and not noted on the initial, inspection shall be deemed to be the responsibility of the owner of the suite and the person reserving the service elevator. The Property Manager as soon as possible following the moving shall assess the cost of repairs, which shall include the cost of any extra cleaning, or damage and the parties responsible shall be advised.

During the term of the reservation and while any exterior doors are in an open position, the owner or person reserving the service elevator shall take reasonable precautions to prevent unauthorized entry into the building. Corridors and elevator lobbies shall not be obstructed prior to, during, or after the term of the reservation.

Please ask the delivery/moving people to remove all cardboard and boxes from the site. All moving material must be broken down and deposited into the cardboard/paper-recycling bin, located in the moving room on the ground level.



## 8. ENTERPHONE SYSTEM

Lobby Calls from the enterphone system are limited to 60 Seconds and then the call is disconnected. The lobby directory panel provides the Resident's name for visitor reference. Your guest just needs to push the call button and the system will connect the visitor to the Resident. In order to allow entry, you must press # 9 on your telephone dial pad. Be sure to give your visitor your suite number, as it is not identified in the lobby. Please contact the Concierge if your name is not properly posted on the entry board.

You can have a landline or cell phone entered into the enterphone system. If you choose to use a cell number, the resident is responsible for all cellular call charges and costs, not the Condominium Corporation. Please contact the Concierge if your name is not properly posted on the enterphone system.



## 9. VISITORS AND VISITORS' PARKING

There are designated visitor parking spaces located in the underground parking garage. **Owners/Residents are not permitted to park in the designated visitor parking spaces.**

If your visitors are planning to park in the underground garage, they must register with the Concierge. If they are planning to stay overnight, they must obtain a Visitors Parking Permit from the Concierge.

**A parking permit is required at all times. Bookings can be made online at [www.libertybliss.com](http://www.libertybliss.com) (registration required).** Any owner or resident applying for a Visitors Parking Permit will provide the information required to the Concierge. The Visitors Permit may be used only by the bona fide visitor or guest of the resident applying for same. Visitors Permits are valid for the vehicle, times and dates, stated on the face thereof, and as registered with the Concierge. Visitors Parking Permit must be in a fully visible position on the left hand side of the dashboard. Visitors Parking Permits are issued for no more than three (3) consecutive night stays or no more than eight (8) overnight stays per month unless specifically authorized by the Property Management Office (e.g. out-of-town guests). The host of any guest requiring parking in excess of eight (8) nights per month on a regular basis is encouraged to negotiate the rental of underground parking, as available, to avoid possible parking tags.

Nightly parking violation patrols are in effect to ensure compliance with these rules. Non-compliance will result in vehicles being tagged with parking tickets or towed at the owner's expense. These parking tickets are issued under authority of the Parking Authority of Toronto.



## 10. ACCESS CARDS/GARAGE REMOTES

**Each suite can register one perimeter access fob per registered resident and one garage remote per parking stall appurtenant to the suite.** Residency shall be substantiated by: a) a copy of a valid lease agreement in the corporation records, b) A summary of lease form submitted by the suite Owner.

We continually audit the access system. If an access device is found to be active to a non resident it will be deactivated without notice until the records of the corporation have been updated by the Owner of the suite. Note that any access device reported as lost will be deactivated.

The garage transmitters are used to gain entry to the parking garage and general access while fobs do not have a transmitter to open the garage door. If you lose or break an access device notify the Concierge or Property Manager and they can issue another one at a replacement cost of **\$75.00 and key fobs for \$50.00 payable by certified cheque or money order to "T.S.C.C. 2177"**.

The garage door entrance is intended to allow only one vehicle entry at a time. Any driver entering behind another vehicle without using the transmitter runs the risk of damaging their vehicle and/or the common elements. Please use the transmitter at all times, even if the garage door is in the open position, in order to reset the timer and to avoid possible damage.

## 11. SUITE KEYS



In accordance with the Declaration of your corporation **all suite door keys are on one master key.** The master key system allows us to gain immediate access in case of an emergency fire or flood. Prior to changing your lock you must contact Property Management to ensure that your lock remains on the master system. The cost to have a lock put back on the master system, should it be required, will be at your expense. Safety chain/double locks, etc., may not be attached to suite entry doors are prohibited unless written consent from the Board of Directors is on record.

In the interest of security, your suite keys cannot be duplicated without the written approval of the Property Manager. If you require an extra key to be cut please contact Management.

## 12. MAIL BOX KEYS



All residents have been supplied with mailbox keys. They are for opening your suite's mailbox located in the lobby. It is essential that your keys be kept in a safe place. Should you lose your mailbox key, notify Property Management. They will instruct you on how to obtain additional keys.

## 13. SECURITY FEATURES

Located throughout the garage and common areas of the building you will find a Personal Alarm System. When activated an alarm is sent to the Concierge desk. Concierge will identify the location of the alarm and respond by contacting the necessary authorities, should this be requested. In the event of an emergency situation the signal will be transmitted to the monitoring station, which in turn, which will contact the proper authorities. Concierge will also house the recording devices for the cameras that have been strategically placed throughout the building in general.

There is an in-suite security monitoring system roughed into all the suites.

## 14. OPENING OF SUITE DOORS



**Unless a valid emergency, Security is not permitted to open your suite for you.** In an instance where you have forgotten or lost your keys to or in the unit, you must call City Wide Locksmiths at 905-264-4401 to open the locked door and you will have to pay them directly. Security can call the locksmith for you. Upon arrival of the locksmith you must prove your residency or they will not gain you access.

## 15. VACATIONS AND OTHER ABSENCES



Please notify the Concierge if you intend to leave your suite unattended for extended periods of time and include in the information names of people authorized to enter your suite, as well as a contact person that we could call in case of an emergency.

We also suggest that you shut off the water supply to your suite prior to leaving. The main water shut-offs are located underneath the bathroom vanities. In most cases the water supply for your entire suite can be shut off from this one location.



## 16. CORPORATION DOCUMENTS

Your legal counsel should provide you with your Declaration, By-laws and Rules when you take possession of your suite. Please contact Property Management if you do not receive a copy. The Board of Directors is permitted to modify the rules for the Condominium and may institute new rules from time to time. You will be informed in writing if this occurs.



## 17. COMMON ELEMENT ASSESSMENT PAYMENTS (CEA)

Upon registration of the Condominium Corporation and final closing of your unit you will be advised by your lawyer to make arrangements for payment of the Common Element Assessment Fees. Common Expense Fees are due and payable by the owner to the Corporation on the first (1st) day of each month. Owners should complete the **pre-authorized debit** form supplied by your lawyer and submit to the Management office. Instructions for use are on the form.

The Corporation will charge an owner an administration fee of \$25.00 for any returned cheques or pre-authorized debits. Pre-authorized debits are cancelled if an owner's payment is returned twice in a row. The owner is then responsible for providing guaranteed funds (certified cheque or money order) for the next six-month period to re-establish a good credit rating. At that time, the pre-authorized debit will be reinstated. Two weeks' notice, prior to the first of the month, is required to start or stop a pre-authorized debit from a bank account.

When an owner fails to make their CEA payment the Corporation must take steps to enforce their lien rights as per the Condominium Act, 1998. A lien is a claim or charge against property for the payment of a debt or obligation. A lien for Common Element Assessment fees may be enforced in the same manner as a mortgage. The lien covers not only the unpaid common expenses and interest, but also "all reasonable costs, charges and expenses incurred by the Corporation in connection with the collection or attempted collection of the unpaid amount". The Corporation is obligated to send a "Notice of Lien" known as a Form 14 to all owners prior to registration of the lien. The cost to send this notice, currently \$107 is charged to the defaulting owner. To avoid any charges please make your payments as required.



## 18. METERS FOR HYDRO-ELECTRICITY

Hydro-electricity will be provided to each suite on a separate meter directly from Toronto Hydro.

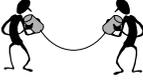
**All owners** must submit a Connection Agreement Form directly to "**Toronto Hydro**" at the time of their closing date. If you lease out your suite, the invoices will be sent to the unit owner not the tenant.

Each unit sale and transfer of ownership must be identified to "Toronto Hydro" to be sure the seller pays for electricity up to the transfer date only and the Purchaser pays for electricity after the transfer date. Please make sure the Enrollment Form is completed by the new Owner and sent to "Toronto Hydro" to identify the transfer date. Please advise the Purchaser that a deposit for electricity will be collected on the initial billing. The Security Deposit will be held for one year of good payment history, and then returned to the account as a credit, at the Owner's request, with interest. An initial hydro standard enrollment fee (a one-time charge) will also be charged on the first invoice.

**Toronto Hydro can be reached at 416-542-8000, fax 416-542-3429, website [www.torontohydro.com](http://www.torontohydro.com)**

The cost of all water and gas consumed, whether on the Common Elements or individual suite is paid for by the Condominium Corporation and are "Bulk Metered".

Please do your part to help conserve energy and water. The cost of utilities represents a significant portion of the monthly Common Element Assessment Fees. For ideas on how to conserve energy, visit Toronto Hydro's Website: [www.torontohydro.com](http://www.torontohydro.com)

19. **COMMUNICATION** 

Newsletters and bulletins are issued periodically. We will be looking for ideas for newsletters and will be happy to discuss any contributions that you may have.

20. **MAIL DELIVERY** 

If you will be away for extended periods of time please contact Canada Post directly to hold your mail.

21. **GARBAGE/RECYCLING**  

We request that you be considerate of your neighbours, and only use the garbage chute between the hours of 8:00 a.m. and 10:00 p.m.

All garbage must be properly drained and double-bagged to prevent any undue leakage, pour, mess or damage during its passage through the corridors to the garbage chute located on each floor.

**All garbage must be firmly pushed through the chute and not left in the access area or on the floor.**

Your garbage/recycling chute is equipped with a **tri-sorter**:

- a) **When the lights are off, the system is on garbage.** If you have garbage, simply open the chute door and deposit your bag down the chute (please make sure that your items go all the way into the chute).
- b) **For recycling:** Push recycling button of choice. When your selection light has stopped flashing – open door and push your recyclables through the flap and into the chute.
- c) **Wait for the light to go out.** Make your next selection and wait for the light to stop flashing.

**DO NOT put large pieces of cardboard, packaging, Styrofoam into the chute, as it they will cause a blockage.** Kindly take the material down to the "moving room" located at the lobby level and manually dispose of them in the appropriate bin. Cardboard boxes must be broken down and flat prior to disposal.

All large items for disposal must be discussed with Concierge and approved prior to disposal.

Please note that the garbage/recycling chute is only about two feet wide, so please do not put oversize items into it or else the system will back up. Cleaning of the chute is time consuming and can be expensive. If it is proven that garbage from your suite clogs the chute, your suite may be charged the repair costs.

No resident shall permit any burning material, including burning cigarettes, cigars, or other flammable material to be deposited in the garbage chute or garbage bins.

22. **PARKING**

We would like to remind you to lock your vehicle at all times and avoid leaving valuables inside. When entering or leaving the premises, please operate your vehicle at a speed not in excess of 10 Km per hour and adhere to all posted signs. Residents are not permitted to park in Visitor Parking for any duration unless authorized by Property Management. **Residents must park in their own parking units only.** Please ensure you are parked in the correct numbered unit on the correct level. The units are marked in accordance with the legal description.

**Vehicles parked in unauthorized units will be ticketed and/or towed at the owner's expense. Please ensure the Management office has your correct license plate number. PARKING IS STRICTLY ENFORCED.** In the event that you are unable to park in your designated spot for whatever reason, please contact the SECURITY DESK at 416-530-5837 and they will attempt to assist you. **Do not park in another numbered unit. Parking tickets will not be reimbursed or cancelled.**

23. **PARKING (GARAGE)**

A membrane is installed on the garage floor which prevents water penetration into the concrete slabs. Contaminants such as petroleum products, antifreeze, brake fluids and degreasers can cause structural damage to the garage membrane and severely affect the concrete.

If your vehicle has an oil leaks or spills of any kind occur, please clean them with soap and water immediately and contact Property Management to assess the area. Some fluids may cause an instant damage to the membrane and concrete. It is the financial responsibility of the owner of the parking unit to return this surface to its original condition.

Vehicle repairs, fluid change, storage of non-functional vehicles or other items are not permitted in the parking units. **If your vehicle does not have a valid sticker of insurance it must be removed from the common elements until it is insured.** Parking units are for vehicles only and are not to be used for storage of any other articles. Items left in the garage will be removed and will be discarded without notice.

24. **BICYCLES**

Bicycles should be stored in your personal bicycle storage locker unit or in the bike room. Bicycles are not permitted through the lobby or onto the elevators. Please use your bicycle storage locker. For more information contact the management office. **No bikes shall be chained to trees or railings outside of building.**

25. **AIR CONDITIONING AND HEATING UNITS**

- **Heat Pump Systems**

The building is designed with a Heat Pump System, which has a number of benefits over other conventional systems. Heat Pump units are smaller and take up less space in the suite than other systems. They are also quieter in operation and more efficient. These units permit complete control over the heating or cooling of your individual suites. Certain maintenance procedures are required to keep your Heat Pump functioning properly.

A contract is in place to maintain the heat pump system. The contract entails maintenance to the heat pumps annually and change the filters twice a year. Residents will be notified when this work will be done. At the time of servicing you will need to ensure that there is no furniture or any other items blocking the heat pump unit.

Please take a few minutes to read over the following information, which explains the functioning of the system and the required maintenance.

- **Heat Pump Functions**

The heat pump system requires a central boiler, pumps and cooler, which are located in the Common Element areas of the building. There is a continuous loop of liquid that circulates throughout the system. This loop connects all the individual heat pumps to the central boiler and cooling tower. When all units are calling for heat, heat is added to the system by the central boiler. When all units are calling for cooling, heat is extracted from the loop by the cooling tower.

***The central system is part of the Common Elements of the building and its maintenance is paid for by your Common Element fees.***

Each individual heat pump can either heat or cool and is controlled by a thermostat. When a unit is cooling, it is taking heat out of the air and putting it into the loop. When a unit is heating, it is taking heat out of the loop. On a sunny winter day, for example, units on the south side of the building may be in cooling mode and the heat energy they are extracting would be transferred to units on the north side of the building. Thus, heating and cooling are accomplished without using the central boiler or cooling tower. For this reason this system is very energy efficient and is able to make use of solar heat gain.

***The individual heat pumps are owned by the suite owners and their maintenance is their individual responsibility and cost.***

- **Heat Pump Maintenance**

The Heat Pump unit has been designed to be as low maintenance as possible. However, it is recommended that a semi-annual maintenance check be performed and the filter in the unit should be changed every three months. This maintenance is the responsibility of the owner/resident.

Please find below the recommended routine maintenance required for your heat pump unit. We strongly recommend that you hire a professional to perform this service for you.

*Inspect Unit*

- Run system through operation check.*
- Remove return grille, replace filter. Clean grille if required.*
- Inspect fan. Clean as required.*
- Inspect drain pan and clean if necessary. Check condensate drain line to ensure it is open and clear.*
- Replace return air filter and grille.*
- Remove and clean supply air grilles, if required.*

*Filters*

*A maintenance program will be put into place to change the filters(or provide re-usable filters) twice a year.*

*Thermostats*

*Most people are unaware that they can damage their heat pump systems by improperly using their thermostats.*

The first rule of thermostat use is to never adjust the temperature on the thermostat, up or down, unless the system switch on the thermostat is in the OFF position. Anytime you find it necessary to adjust your thermostat please follow these steps:

- a) Switch system to the off position.
- b) Make the necessary temperature adjustment.
- c) Wait at least two (2) minutes.
- d) Set the switch to the Heat or Cool position.

Failure to follow this procedure can short cycle the compressor. Short cycling can blow fuses, trip circuit breakers and if done often enough, can (and eventually will) destroy the compressor.

## 26. **Main Suite Doors- WEATHER-STRIPPING IS PROHIBITED**



The building has been engineered to have fresh air provided from the halls. **It is prohibited to install weather-stripping on the entrance door.** It is against the FIRE CODE, can cause condensation and cause odours to enter your suite by defeating the pressurization supplied by the corridor ventilation.

## 27. **DOOR ALARM CONTACT & IN-SUITE ALARMS**



Do not paint over the door alarm contact mounted on your suite entrance frame.

It is the responsibility of the resident to pay for in-suite alarm protection to the provider of their choice.

## 28. **LAUNDRY**



The lint trap in your machine should be cleaned after each load. There is another built-in lint trap to be serviced and it is located in the exhaust duct, ahead of the exhaust fan. This built-in trap has been installed to reduce the chance of escaping lint clogging the exhaust system.

To avoid in suite humidity problems, blocked ducts and slow drying clothes:

- ✓ Clear this trap after every load.
- ✓ Ensure that the washer drain hose is correctly inserted into the drainpipe before using the machine.
- ✓ Inspect washer hoses on a regular basis.
- ✓ Make sure you turn hot and cold-water valves off when leaving your home for an extended period of time.

## 29. **ELECTRICAL**



Your electrical panel circuit breakers are generally located in the main hallway of your suite. The main breaker that supplies electricity to your in-suite panel is located in a corridor electrical room. It is unusual for this breaker to trip. If this breaker trips your suite would be totally without power. If your suite is totally without power please check to see if the power supply to the building has failed by contacting Security. If other neighbours have lost power or the emergency hall lights are on then the building has lost power.

**Suite Electrical Failure:** Each breaker is identified for its general purpose. In the case of electrical failure, first check this panel for a “tripped” breaker in the “off” position. To reset, push the breaker all the way “off” and then “on”. Please Note: **Always have licensed electricians perform any electrical work.**

### 30. WATER SHUT OFF VALVES



Your suite valves are generally located in the vanity cabinet of your bathroom. Please familiarize yourself with the location of these shut off valves. Ensure that these shut off valves are always accessible. If you are doing any plumbing modifications please remember that PVC piping is not permitted.

### 31. WATER LEAKS



In order to avoid possible water damage to the floor below, spills should be vacuumed and mopped up immediately and the cause of the leaks repaired immediately. Should your taps be leaking, we urge you to repair them immediately as wasted water will increase your utility consumption and cost extra money. **Should you experience a toilet overflow or leak of any kind, or if you see water entering your suite, we ask that you immediately contact Security at 416-530-5837**

### 32. CORRIDORS, DOORS AND SUITE DOORS



Corridors may not be obstructed in any manner at any time by doormats, boot trays, strollers, shopping carts or any other objects. Items left in the common corridor will be removed.

Do not fix anything to a suite door e.g., door knockers, signs and decorations. You will be asked to remove these items or these items will be removed.

Doorknockers, seasonal decorations or signs on unit doors are not permitted. The suite doorways are a part of the common elements of the condominium corporation.

### 33. NOISE – DISTURBANCES



All residents and their guests are requested to have consideration for their neighbours on all sides. Loud music, boisterous parties in overcrowded suites, uncarpeted floors, obnoxious conduct or an unwillingness to restrict such behaviour will result in action being taken by the corporation to obtain compliance. Please remember that you are living in a building with other people. Bumping, banging or drilling on walls or floors especially non-carpeted floors will inconvenience your neighbours. Do not let your suite door slam when closing. Please consider others when entertaining. Should someone show a complete lack of consideration of your right to peace and quiet, please call the Concierge desk and put your complaint in writing to Management. In emergency situations, call the Police directly and advise the Concierge thereafter.

### 34. MAINTENANCE/REPAIRS



**All unit maintenance is the owner's responsibility;** if you require maintenance work, please feel free to contact the contractor of your choice. **Be advised that guidelines must be followed and a request submitted for approval by the Board of Directors PRIOR TO ANY WORK BEING CARRIED OUT.** If you would like to be referred to a contractor Property Management can assist you with names and numbers of trade's people.



### 35. **LOCKERS**

Ensure that all articles stored in lockers are kept within the space you have purchased/rent. **Remember that you have purchased the locker space itself & not the area above or around the enclosure.** We encourage you to ensure that all items located within the locker room are kept *elevated from the floor* and/or *have all items placed under a plastic cover*. The condominium corporation is not responsible for any items that are damaged as a result of water leakage. Stored items should be appropriately insured. The corporation is not responsible for any lost or stolen items.

Storage of gasoline, propane or any other combustible materials is not permitted.

### 37. **NO SOLICITING/ CANVASSING**

No business solicitation or canvassing is permitted, other than for political elections, within this condominium. Please contact the Concierge should a canvasser bother you.



### 38. **BALCONIES, TERRACES AND WINDOWS**

No awnings or shades may be erected over or outside of the windows, balconies or terraces. Nothing may be placed on the outside of the windowsills or projections of any suite. Nothing may be thrown out of the windows or doors of the building or from the balcony or terraces. No mops or brooms, bedding etc., shall be shaken from any window or door.

Seasonal furniture is permitted on the balcony/terraces provided that it does not exceed the recommended weight restriction and must be secured and covered during the winter months.

Seasonal plants are permitted provided that they are contained in planters with drainage trays. For safety reasons hanging planters, and planters which over hang the balcony/terrace railing to the exterior are not permitted.

No lights are permitted to be strung or affixed the exterior walls of your balcony/terrace or railings.

Residents require the approval from the Corporation's Board of Directors if they wish to install carpeting or tile on their balcony/terrace.

Residents are not permitted to throw items over their balcony/terrace, such as, cigarette butts, pop cans, garbage, etc. Throwing cigarette butts over your balcony/terrace is a fire hazard.

The procedure for washing your balcony/terrace is with a damp mop only. No water is permitted to overflow from your balcony as it may cause damage to, and inconvenience the neighbours below you.

Residents are responsible for cleaning their accessible exterior windows and the interior side of the glass panels on their balcony/terrace railings. The corporation facilitates non-accessible exterior windows cleaning annually. Notice will be sent to residents when this work will be performed. The contractor will have to enter those suites that have roof anchors on their balcony/terrace so that they can clean the exterior windows below. If the resident is not at home, then the Property Manager will arrange for the Concierge, superintendent and/or cleaner to allow the approved contractor access to your suite to do the work required.

### 39. SATELLITE DISHES



The Condominium Declaration prohibits the installation of any antennae, aerial, satellite dish or similar structure.

### 40. AMENITIES – INDOOR AND OUTDOOR

Managed by the Shared Facilities Manager at 59 East Liberty St. (416)-516-1900

It is understood that use all of the amenities (lounge, multi-purpose room, exercise room, swimming pool, outdoor patio, guest suites) is done so at your own risk. The amenities are strictly non-smoking areas. All rules pertaining to these facilities must be honored.

Paid-for events and/or parties (namely events/parties that require the selling of tickets) are strictly prohibited. **Selling of Alcohol is prohibited by law.**

Selected amenities can be pre-booked with the concierge or online at [www.libertybliss.com](http://www.libertybliss.com).

The Board of Directors reserves the right to permit exclusive use of the any or all of the amenities for in-house activities for the benefit of all residents.

### 41. PARTY ROOM USE



It is understood that use of the multi-purpose room is at your own risk. All rules pertaining to the multi-purpose room shall be honored. Residents using the multipurpose room are responsible for gathering loose garbage and leaving the room in a presentable state. Decorations are not to be attached to any part of the party room walls, kitchen counter, blinds, furniture etc. The multi-purpose room is strictly a non-smoking area. Contact Concierge to book the room for private use.

- a) All bookings for shall be made with Management during regular business hours and should be made no more than six months in advance. The Manager may request any additional information from any party applying for the use of any Room, as the Manager deems reasonable or appropriate in its sole discretion.
- b) Any application form supplied by management to a Resident shall be completed in full and signed by the Resident and returned to confirm booking. The Resident must be present during booked events.
- c) **The Resident shall provide a \$250.00 security/cleaning deposit (cheque) made payable to the condominium corporation at least two weeks prior to the reserved date.** If the deposit is not paid to the Corporation by way of a cheque or money order at least two weeks prior to the reserved date, the Manager may cancel the reservation. A cleaning fee of \$100.00 (cheque) made payable to the condominium corporation is also due at the time of the booking.
- d) Subsequent to any event being held, the Concierge shall determine if any damage has been occasioned to the room and shall notify the resident who rented the room, in writing, as to such determination. In the event that no damage has been caused, the deposit cheque shall be returned to the resident who used the room. In the event that there is damage to the room, then Management shall be empowered to apply the whole or any portion of the deposit to the cost of repairing or rectifying such damage. In the event that the deposit is insufficient to pay for the damage and cleaning expenses, then the resident shall immediately reimburse the Corporation for all sums

expended by the Corporation, in excess of the deposit, in order to repair or rectify the damage and clean the room.

- e) Reservations must be cancelled no later than 14 days prior to the reserved date, except in those circumstances where the reserved date falls on a statutory holiday, in which case the cancellation must be made at least one month in advance of the reserved date. Any cancellations within the final month prior to the reserved date shall result in the forfeiture of the Deposit.
- f) Noisy or rowdy behavior is prohibited within any room.
- g) All functions must be terminated as of 1:00 a.m. and the Room must thereafter be immediately vacated by all Residents and Guests by no later than 2:00 a.m.
- h) The Board of Directors may decide that a security guard must be retained to monitor the access to (and egress from) any party room or meeting room during the reserved event. The cost of retaining said security guard shall be paid for (or reimbursed by) the Resident in whose name the reservation has been made.



#### 42. **OUTDOOR PATIO**

- a) The Outdoor Patio may be used by residents and guests as a gathering place.
- b) Snacks and beverages are permitted. Residents are to pick up and dispose of all garbage and ensure that the outdoor patio is left in a neat and tidy condition. Any spills or mishaps must be reported to the Concierge to ensure immediate clean up. Failure to do so will cause a cleaning fee to be levied against the user.
- c) Noisy or rowdy behavior is prohibited within the Outdoor Patio.
- d) No loud music shall be permitted in the Outdoor Patio area.
- e) The doors to the Outdoor Patio cannot be left open.
- f) The Outdoor Patio is opened seasonally. It is not cleared of snow and ice in the winter months.



#### 43. **FITNESS ROOM 24/7**

- a) Proper attire is required when using the exercise room, and while recognizing the variety of exercise suits and aerobic outfits available today, proper decorum must be exhibited in wearing outfits that do not overly expose the wearer.
- b) Residents and/or Guests shall not wear any sort of wet attire, including bathing suits, into the exercise room.
- c) Residents and/or Guests under the age 16 are strictly prohibited from using the exercise room unless they are accompanied and supervised by an adult resident.
- d) A Resident must accompany guests at all times. Maximum of 2 guests per suite at one time.
- e) Residents and/or Guests shall treat all equipment with reasonable care and caution.

- f) Removal of any equipment from the exercise room for any purpose is strictly prohibited.
- g) Weights, mats and exercise equipment must be replaced where they belong after use.
- h) No food or beverages is permitted within the exercise room.
- i) All Residents and Guests must, after using any machinery or equipment situated within the exercise room, wipe such machinery or equipment clean of any perspiration.
- j) Equipment is available on a first-come, first-serve basis if the equipment has not been booked already.



#### 44. **USE OF THE GUEST SUITES**

- a) Residents may only book the guest suites for a maximum stay of 1 week by filling out a guest suite booking form and depositing same with management. A booking of longer duration requires the permission of the Board of Directors.
- b) The resident may reserve the guest suite up to 6 months in advance.
- c) A security/cleaning charge will be levied by the Board of Directors for every day/night use of the guest suite, in such amounts as the Board may determine from time to time currently \$100.00 per night. There is a \$200.00 damage deposit.
- d) The resident is fully responsible for all damages, losses or liabilities, caused by his/her guest. An inspection of the suite prior to occupation and at time of departure will be carried out with a representative of the Corporation to determine the state of the guest suite.
- e) The resident is fully responsible for payment of all guest suite charges.
- f) Smoking is strictly prohibited in the guest suites.
- g) Check-in for the guest suite is 3:00 p.m. Guest(s) must check out by 12:00 a.m. in order to have the room ready for the next guest.
- h) The Corporation accepts no responsibility for personal items left within a guest suite, and shall bear no responsibility for the theft, damage or destruction of any belongings of the guests.
- i) All overnight guests must get a visitor-parking pass from the concierge allowing them to park overnight.
- j) The corporation will supply towels and linens.
- k) Cleaning and change of linen shall be done after each new guest. Where a resident books for more than two nights the linens will be changed after the third night.
- l) No pets are permitted.
- m) The Guest Suite Agreement forms an integral part of these rules.



#### 45. **SWIMMING POOL**

- a. The pool is unsupervised, and bathers under the age of 12 are not allowed within the pool unless accompanied and supervised by a resident parent or a resident guardian who is 16 years of age or over. The total number of bathers in of the pool, at any one time shall not exceed ten.
- b. No person infected with a communicable disease or having open sores on his or her body shall be allowed to enter the pool.
- c. No person shall pollute the water in either of the pools in any manner, and the spitting of water and blowing of noses in the pool are prohibited.
- d. No person shall smoke, drink, eat, or bring a glass container into the pool.
- e. No person shall engage in boisterous play in or about the pool.
- f. Each bather shall take a shower, using warm water and soap (which shall be thoroughly rinsed off prior to entering the pool).
- g. Inflatable children's toys or floats are not permitted in the pool. However, CSA-approved life jackets are permitted.
- h. In the event of an emergency, press the emergency button for direct communication to the life and safety monitoring station. This telephone line is designated for emergency use only, and must not be used for any other purposes.
- i. Bathing caps must be worn by all persons with hair longer than collar length.
- j. Neither diving nor jumping is permitted in the pool.
- k. Running is not permitted in the pool area.
- l. No Resident or Guest shall permit any child who is not toilet-trained to use the pool facilities. In addition, rubber pants over diapers and/or the changing of diapers is prohibited within the pool area.
- m. Residents and Guests are required to wear proper attire within the pool. Any form of clothing that is considered street clothing (in the ordinary sense) is not considered proper attire (e.g. cut off shorts).
- n. Any Resident or Guest who uses suntan oil, lotion, cream or any other sun block or sun tanning preparation must first shower and wash same off with soap prior to entering into the pool.
- o. Guests wishing to use the pool must be accompanied by a Resident, unless same are registered guests using and occupying the guest suite.
- p. The pool furniture within the swimming area (on the deck) is not to be moved. Personal lounge furniture is not permitted in any of these areas.
- q. It is strongly recommended that **no one swim alone since the pool is unsupervised.**
- r. All bathers entering the pool area should be dressed in acceptable cover-up wear.
- s. Residents are responsible for the disposal of their own garbage and that of their Guests.

46. **GENERAL**

Smoking is not permitted in the common areas of the building. Also, the consumption of food and beverages is not allowed in the common areas of the building, including, but not limited to: corridors, stairwells, lobby and elevators. Food and beverages are only permitted in the multi-purpose room and outdoor terrace only during an approved function.

Proper footwear and clothing must be worn in the common areas of the building at all times.

47. **INSURANCE**

The Corporation's Insurance does not cover a number of items within your suite or your personal belongings. We recommend all owners obtain insurance as follows: \$1,000,000 liability insurance, content insurance, betterments and improvements insurance, and loss assessment insurance including insurance deductible coverage.

**The suite owner may be held responsible for the Corporation's deductible.** Should the claim be below the deductible amount, the owner is responsible for the entire cost. Ensure that you are carrying the appropriate coverage for condominium living.

We suggest that after settling in you take an inventory of all your contents, and if possible, videotape the items. If anything is lost or damaged, it is difficult to convince your insurance company of the value. Pictures say a thousand words.

On a lighter note we would like to advise you that because you live in this building, some insurance companies offer discounts as a result of the security systems, fire alarm system, and the Concierge. All you are required to do to obtain these discounts is ask the insurance provider.

48. **LEASING OF UNITS** – *The Condominium Act, 1998 - Section 83*

The owner of a unit who leases the unit or renewal a lease of the unit shall, within 30 days of entering into the lease or the renewal, as the case may be, notify the corporation that the unit is leased, provide the corporation with the lessee's name, the owner's address and a copy of the lease or renewal or a summary of it in the form prescribed by the Minister; and provide the lessee with a copy of the declaration, by-laws and rules of the corporation. If a lease of a unit is terminated and not renewed, the owner of the unit shall notify the corporation in writing. A corporation shall maintain a record of the notices it receives under this section.

Please complete **the Form 5 "Summary of Lease or Renewal"**, a copy of which is attached to this package. Please remit the form to the Property Manager or drop it off at the Concierge Desk.



49. **PETS** - (Registration form included)

**Residents must register their household domestic pets with the Corporation. The pet registration form is attached herein.** Pet owners are not allowed to walk their pets unleashed or relieve themselves anywhere upon the common elements including the entrances, planters, landscaping rails, walkways etc. Pet owners must walk their pets somewhere other than the Condominium property and we ask that you please clean up after them immediately. Pets are not permitted to be exercised in the lobbies, corridors, stairways, patios, garages or any other portion of the Common elements within the building. If you engage/invite a pet care service to the building for your animal you must ensure they are conducting themselves in accordance with the declaration, rules and policies of TSCC 2177.

All damage caused by a pet to the building, floors, walls, trims, tiles, carpeting, stairs or any other portion of the common elements are the responsibility of the owner of the suite and the owner must fully reimburse the Corporation for the cost of the repair, replacement or renovation.

50. **IN-SUITE ANNUAL LIFE SAFETY INSPECTIONS: FIRE EQUIPMENT & ROOF ANCHORS**

Once a year, the corporation does an annual inspection of your in-suite fire and life safety equipment. Residents will be provided with notice as to when this work will be done via Property Management. If the resident is not at home, then the Property Manager will arrange for the Concierge, and/or cleaner to allow the approved contractor access to your suite to do the inspections. Any suite specific deficiencies will be charged back to your suite.

Tampering with the life and safety equipment in your suite or in any part of the building can endanger yourself and other residents of the building. Anyone found tampering with the life and safety equipment could be formally charged and/or fined. As well as the cost of any repairs made necessary by such tampering will be borne by the owner.

Once a year, the corporation does an annual inspection of roof anchors. If you have a roof anchor on your terrace a technician will go through your suite to do the inspections. Residents will be provided with notice as to when this work will be done via Property Management.

51. **EMERGENCY PROCEDURES**



**For ambulance: call 9-1-1**

When calling outside services, use the appropriate address:

**55 East Liberty Street.**

**(Closest Intersection) Strachan and Liberty**

52. **FIRE SAFETY**



This section outlines procedures and responsibilities for Residents and building personnel in a "fire emergency".

- Elevators will proceed quickly to the ground floor and then remain on bypass until the Fire Services authorization Security to release the elevators. Security cannot bypass/ activate them until authorized.

- The safe and orderly evacuation of all personnel in the building is of paramount importance. The following procedures are intended to achieve this goal in the event of a crisis, not only from fire, but also from any other physical emergency.
- The complete *co-operation* of each person is required if the plan is to be successful.
- There are smoke alarms, heat detectors and a carbon monoxide detector located in your suite.
- You are reminded not to do or permit anything to be done in the unit, or bring or keep anything therein which will in any way create a risk of fire. For safety reasons, only artificial, non-combustible Christmas Trees are permitted.

**Handicapped persons who require assistance if evacuation becomes necessary should complete the Handicap Information Form provided. The Corporation is required by law to keep a current list available.**



### **IF YOU DISCOVER A FIRE**

- Leave the fire area and take your keys.
- **Close all doors behind you.**
- **Activate the fire alarm by using the pull stations.**
- **Telephone 9-1-1 and ask for the Fire Department. Never assume that this has been done. Know and give the correct address and location of the fire in the building.**
- **Use exit stairwells to leave the building immediately.**
- **DO NOT USE ELEVATORS**
- Do not return until it is declared safe to do so by a fire official.

### **IF YOU ARE IN A SUITE AND FIRE ALARM IS HEARD**

- Before opening door, feel the door and handle for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close the door quickly.
- If you find no fire or smoke in the corridor, take your suite keys, close the door behind you and leave by the nearest stairwell.
- If you encounter smoke in the corridor or stairwell, consider taking the corridor on other side of building, where the stairwell may be clear of smoke, or return to your suite.

**IF YOU CANNOT LEAVE YOUR SUITE BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR UNIT AND:**

- Close the door.
- Unlock door for possible entry of fire fighters.
- Dial 9-1-1 and ask for the Fire Department. Tell them where you are, and then signal to Fire Fighters by waving a sheet out the window.
- Seal all cracks where smoke can get in by using wet towels or sheets.
- Crouch low to the floor if smoke enters the room.
- Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
- Wait to be rescued. Remain calm.
- Listen for instruction or information, which may be given by authorized personnel over the loudspeaker.



**FIRE EXTINGUISHER, CONTROL AND CONFINEMENT**

In the event that a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified and wait for the Fire Department. Once the pull station has been activated the nature and location of the alarm is automatically indicated on a fire alarm/enunciator panel, located in the main entrance foyer.

**FIRE HOSE CABINETS AND EXTINGUISHERS**

Fire hose cabinets are strategically located on each floor and in the underground garage. Additional fire extinguishers may be found in the mechanical areas.



**ELEVATORS**

The elevators have a backup system in case of a power failure. The elevators will return to the ground floor automatically. There are telephones in the elevators that are connected to the fire control room in your building. If you require assistance the elevator phone is there for your assistance.

**IN GENERAL, OCCUPANTS ARE ADVISED TO:**

- Know where the alarm pull stations and exits are located at every level.
- **Call 9-1-1 and ask for the Fire Department immediately whenever you need assistance.**

- Know the correct building address and where you are located in the building.

### **DO I LEAVE THE BUILDING TO SAFETY OR IS IT SAFER TO STAY WHERE I AM?**

The policy of the Ontario Fire Marshal's Office, and the approach widely accepted by the Fire Departments is that the best place to be in a fire is outside the building. If you choose to leave the building, do so as soon as possible. When you hear a fire alarm, you should make up your mind right away whether to leave the suite or stay. Leaving later may create problems for you because smoke, which contains poisonous gases, may have filled the corridor or the stairwell.

**NOTE THAT SMOKE DETECTORS IN YOUR SUITE DO NOT ACTIVATE THE FIRE ALARM SYSTEM HOWEVER; UNDER SEVERE HEAT CONDITIONS THE HEAT DETECTORS WILL SEND A SIGNAL TO THE MAIN FIRE PANEL AND SOUND AN ALARM.**

### **FIRE HAZARD**

In order to avoid hazards in the building, occupants are advised to:

- Not store propane, gasoline or any other combustible material in your locker/suite or on your balcony.
- Not put burning materials, such as cigarettes and ashes into garbage chutes.
- Not dispose of flammable liquids in the garbage chutes.
- Never force cartons, coat hangers, and bundles of paper into chute because it may become blocked.
- Avoid unsafe cooking practices, (deep fat frying, too much heat, unattended stoves, loosely hanging sleeves).
- Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Avoid careless smoking, use ashtrays, and never smoke in bed.
- Not leave articles, such as shoes, rubbers, mats, etc., in the building halls.
- Disposal of hot items in the garbage may result in fire. Please ensure when depositing items in your garbage pail that they are properly cooled.

## **EVACUATION PROCEDURES FOR HANDICAPPED PERSONS**

If you are handicapped please ensure that you fill in the attached Handicap Information Form and drop it off at the Concierge Desk or fax it to the Management Office.

## **FAMILY EMERGENCY PREPAREDNESS PLAN**

### **Preparing Your Family Emergency Preparedness Plan**

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services-water, gas, electricity or telephone-were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Families can cope with disaster by preparing in advance and working together as a team. Follow the steps listed in the plan below to create your family's disaster plan. Knowing what to do is your best protection and your responsibility.

### **Find Out What Could Happen To You**

Contact your local Red Cross chapter or emergency management office 416-480-2500, and be prepared to take notes on the following:

- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your building's warning signals i.e. fire alarm: what they sound like and what you should do when you hear them.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Next, find out about the disaster plans at your workplace, your children's school or daycare center and other places where your family spends time.

### **Create a Disaster Plan**

- Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet:
  1. Right outside your building in case of a sudden emergency, like a fire.
  2. Some other known place in case you can't return to your building. Everyone must know the address and phone number.
- Ask an out-of-province friend to be your *family contact* after a disaster. It's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to care for your pets.

### **Complete This Checklist**

- Post emergency telephone numbers by your phones (fire, police, ambulance, etc.)
- Teach children how and when to call 9-1-1.
- Determine the closest exit route and post the fire safety plan on the inside of suite door for quick reference.
- Teach each family member how to use the fire extinguisher (ABC type) and show them where it's kept.
- Show responsible family member how to turn off water, gas and electricity at the main switches. (townhouses only)
- Conduct a home hazard hunt. During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break or cause a fire is a home hazard. For example, a lamp or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards. *Contact your local fire department to learn about home fire hazards.*

- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Find the safe spots in your suite for each type of disaster.
- Check if you have adequate insurance coverage.

### **Practice and Maintain Your Plan**

- Quiz your family every six months so they remember what to do.
- Conduct quarterly fire and emergency evacuation drills.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly.
- Test your carbon monoxide detectors monthly.

### **The following information will help you with your plan:**

#### **Emergency Supply Kit**

Keep enough supplies to meet your needs for at least three days. Store these supplies in sturdy, easy-to-carry containers such as back-packs, duffel bags or covered trash containers.

Include:

- A three-day supply of water (one gallon per person per day) and food that won't spoil.
- One change of clothing and footwear per person, and one blanket or sleeping bag per person.
- A first aid kit that includes your family's prescription medications. Ensure that family prescriptions are kept separate and out of the reach of children.
- Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
- An extra set of car keys and a credit card, cash or traveler's cheques.
- Sanitation supplies.
- Special items for infant, elderly or disabled family members.
- An extra pair of glasses.
- Keep important family documents in a waterproof container. Keep a smaller kit in the trunk of your car.

#### **Utilities Shut-Off**

Locate the electric breaker panel in your suite, water shut off valves and any hose bibs on terraces and natural gas release for your barbeque. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves.

#### **Evacuation**

Evacuate building immediately if told to do so: see Fire Safety Plan for detailed instructions.

For major disasters:

- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your Emergency Supply Kit.
- Lock your home.
- Use travel routes specified by local authorities; don't use shortcuts because certain areas may be impassable or dangerous.

If you're sure you have time:

- Post a note telling others when you left and where you are going.
- Make arrangements for your pet.

## **TARION (O.N.H.W.P.) Warranty Information**

Tarion is an independent not-for-profit corporation; a regulatory body that oversees and licenses all new home builders in Ontario, ensuring that all new home buyers receive the benefits and protection of their Builder's Warranty in accordance to the Ontario New Home Warranties Plan Act.

### **One Year Warranty Protection**

The builder warrants, for one year from the date of possession, that the home is free from defects in workmanship and materials, is fit to live in and meets the Ontario Building Code requirements. Homeowners are responsible for notifying both the builder and ONHWP in writing of any defects **before the end of the first year**. If ONHWP does not receive notice in writing within the warranty period, the claim cannot be allowed.

Builders will pass on to you any warranties given by manufactures, suppliers and subcontractors that extend beyond the first year. In these cases, you should make any claims directly to the manufacturer or distributor.

- Walls/Ceilings      Repairs to shrinkage cracks due to settling and corner bead splits will be done as a courtesy only once within the one-year period. Repair will not include repainting or replacing upgrades.
- Electrical            Defects in materials or installation to wiring, light switches, duplex outlets, electrical panel and breakers are covered by this warranty. The addition of breakers or circuits or any alterations to the electrical system by the Homeowner voids this warranty item.
- Plumbing             Defects due to materials or improper installation for all copper piping, drains, soldered joints and shut-off valves. Finishes on plumbing fixtures or faucets are covered by the manufacturer's warranty where applicable. Plumbing blockages caused by Homeowners are not applicable under this warranty. The satisfactory operation of the faucets is covered under the manufacturer's warranty where an extended warranty applies.
- Doors                 Warped or ill-fitting interior doors (except closet sliders and cabinet doors). Normal shrinkage and expansion due to humidity levels will occur and will usually correct itself in the first year.
- Ventilation Fans     Performance of kitchen/stove hood fan and bathroom fan(s), provided the fans/filters have been kept free of grease and dirt build-up.
- Appliances            Manufacturer's warranty - deal with the manufacturer directly.

### **Common Elements and Exclusive Use Common Elements**

Common Elements (as defined by the Declaration and Description) are not covered under individual suite warranty. Where applicable, the Common Elements are covered under the Ontario New Home Warranty Program, separately. These issues should be addressed to the Board of Directors, via Property Management and copied to your Customer Service Representative.

## **Two Year Warranty Protection**

For homes enrolled on or after January 1, 1991 the Builder warrants for two years against:

- water seepage through the basement or foundation walls (in condominiums, this protection includes all below-ground areas such as parking garages).
- defects in materials and work including, caulking windows and doors so that the building envelope prevents water penetration.
- defects in materials and workmanship in the distribution systems (plumbing, electrical, heating).
- defects in materials and work, which result in the detachment, displacement or deterioration of exterior cladding leading to detachment or serious deterioration.
- violations of the Ontario Building Code's health and safety provisions.

## **Seven Year Warranty Protection**

### **Major Structural Defects**

Any defect in materials or work that results in the failure of a load-bearing part of the structure or that significantly and adversely affects your use of the building as a home are covered for a period of seven years.

### **Transferability**

New Homeowners in Ontario benefit from comprehensive warranty coverage, which takes effect from the date of possession and remains in effect if the house or condominium is sold before the end of the warranty period.

### **Limitations**

This warranty and the obligations hereunder, are strictly limited to those repairs and time periods expressly set forth, and no other responsibility or obligation is to be inferred or implied. In any event, we shall not be responsible for any indirect, secondary or consequential damage which may be attributable to defects to which repair obligations apply, including, without limitation to, damage to the property of the owner or other chattels or other improvements made by anyone other than an authorized representative of the developer. This warranty shall not be in any way altered or tampered with by any person other than an authorized Representative.

## **What's Not Covered**

Knowing what's not covered by your warranty is just as important as knowing what is. New Homebuyers should become familiar with what's not covered under warranty protection:

- Defects in materials, design and work supplied or installed by the Homeowner/Purchaser, e.g., cabinets, flooring, and painting.
- Secondary damage caused by defects under warranty. While the defects themselves are covered, the personal or property damage they cause is not. Often, Homeowner's insurance covers secondary damage.
- Normal wear and tear.
- Normal shrinkage of materials that dry out after construction.
- Damage resulting from improper maintenance or Homeowner negligence. For example, dampness or condensation caused by Homeowners failing to maintain proper ventilation levels.
- Alterations or additions made by the Homeowner.
- Settling soil around the building or along utility lines.

- Damage caused by Homeowners, tenants and guests.
- Damage from insects or rodents, unless construction does not meet the Ontario Building Code.
- Damage beyond the Homeowner's control, e.g., floods, acts of God, wars, riots and vandalism.
- Damage caused by municipal services and other utilities.
- Surface defects in work and materials noted in writing and accepted by the Homeowner at the time of possession.
- Homes that have been lived in or rented prior to sale.
- Homes purchased from a receiver or trustee may not have warranty coverage.

### **Customer Service by the Developer**

CanAlfa customer service is committed to providing you, the Homeowner, with the best product and service. The role of Customer Service is to assist and coordinate any outstanding service issues and concerns you may have pertaining to workmanship and materials.

### **Procedures for Warranty Service:**

This step details when the Homeowner is allowed to make a warranty service request. At any time during the first 30 days after the date of possession, the Homeowner must use Tarion's 30-Day Form in which they can request the repair of any item, which appeared on the PDI Form, as well as any new items. Any time during the last 30 days of the first year of possession, the Homeowner is entitled to submit a single Year-End Form outlining any additional defects. If you submit more than one form, the items listed on the Year-End Form will replace all of the items on any previous Year-End Form.

### **Common Element Issues**

Suite owners who experience Common Element problems should write to the Board of Directors via Property Management and should copy the Customer Service Representative. This will ensure a coordinated approach to resolve these issues

**END.**

## **Forms for registration, bookings, payments and others follow.**

Forms:

- Owner info change
- Form 5 summary of lease
- Parcel acceptance waiver
- Automatic withdrawal form
- Owner & Pet Registration form
- Lock box form
- Elevator agreement
- Guest suites
- Party room
- Key, fob and remote request
- Terrace barbecue



back of update form

**Form 5 – Summary of Lease or Renewal**

(Clause 83(1) (b) of the Condominium Act, 1998) Condominium Act, 1998 - O. Reg. 49.01

TO: TORONTO STANDARD CONDOMINIUM CORPORATION No. 2177  
Bliss- 55 East Liberty Street. Toronto, ON. M6K 3P9.

1. This is to notify you that:

- an original
- Written
- Lease
- Assignment of lease
- Oral lease
- Renewal
- Oral
- Sublease
- Renewal of a written
- Sublease or assignment of lease

has been entered into for:

Unit(s)..... Level(s)..... Parking.....

Locker(s) .....

On the following terms:

Name of lessee(s) / Sublessee(s): .....

Telephone numbers: .....

Fax number, if any: .....

Commencement date:.....

Termination date:.....

Option(s) to renew: .....

Rental payments:.....

Other information: .....

2- I (We) have provided the  Lessee(s) /  Sublessee (s) with a copy of the declaration, By-Law and rules of the condominium corporation.

3- I (We) acknowledge that, as required by subsection 83(2) of the **Condominium Act 1998**,

I (We) will advise you in writing if the

Lessee(s) /  Sublessee (s) /  assignment of Lease is terminated.

Dated this .....day of .....year .....

\_\_\_\_\_  
*(Print name of owner)*

\_\_\_\_\_  
*(Signature of owner)*

In the case of a corporation, affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.

Address: .....

**Telephone No.:** .....

**Fax No. (if any)** .....





**T.S.C.C. 2177**  
**PARCEL ACCEPTANCE AND WAIVER FORM**

I, \_\_\_\_\_ reside at 55 East Liberty Street, Suite # hold harmless the Corporation of Bliss Condominiums, their staff and their agents and grant them permission to accept parcels and packages that are clearly identified with my name and suite number as attested by my affixed signature.

I relieve the Corporation of Bliss Condominiums, their staff and their agents from all responsibility as a result of accepting said parcels and packages in the event of their loss, damage or theft howsoever caused; and is not responsible for the security or condition of parcels / packages accepted on my behalf.

The Corporation of Bliss Condominiums, their staff and their agents reserve the right to refuse parcels / packages at any time and without advance notice. Parcels / packages that are too heavy, too large or numerous to be stored will be refused. I am also aware that the acceptance of any item is contingent on the availability of secure storage space at the time of delivery. It is further agreed that if said parcels / packages are not claimed within **fourteen calendar days** of receipt of parcel / package (four days for flowers), **Concierge reserves the right to return said parcels / packages on the fifteenth calendar day (fifth day for flowers)**. It is the responsibility of the courier/ delivery company to notify the resident that a parcel or package has been delivered. It is not the responsibility of the Corporation, their staff and their agents to notify me when packages arrive.

1. Residents are required to submit a signed copy of their Tenant's Lease Agreement with this completed Release and Waiver agreement form.
2. Photo ID showing address of resident must be shown to Concierge at time of parcel pickup.
3. Registered Mail / Court Documents will not be accepted.
4. Perishable items such as food will not be accepted.
5. Items exceeding 10 pounds (4.5 kg.) will not be accepted.
6. Parcels / packages exceeding 1 foot square or 30.48 cm square will not be accepted:

**Resident Name 1:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

Resident Name 2: \_\_\_\_\_

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

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

# PARCEL / PACKAGE DELIVERY RELEASE & WAIVER FORM

55 East Liberty Street Concierge Property Management Office  
Toronto, Ontario M6K 3P9 416-530-5837 416-530-2786

**I hereby agree to the above stated terms and conditions as affixed by my signature below.**

### RESTRICTIONS:

**YES, I WANT CONCIERGE TO ACCEPT PARCELS FOR ME. (Complete this form and give to Concierge)**

Indicate if you are a tenant \_\_\_\_\_

Indicate if you are an owner \_\_\_\_\_

**AUTHORIZATION FORM FOR PRE-AUTHORIZED CHEQUE PLAN  
FOR COMMON EXPENSE PAYMENTS**

*Please complete and return this form together with an unsigned cheque marked "Void"  
from the bank account to be used (for verification purposes)*

<b>To: TORONTO STANDARD CONDOMINIUM CORPORATION NO.2177</b> <i>(the "Condominium Corporation")</i>
---

The undersigned hereby authorize(s) the Condominium Corporation (as payee) to debit the account detailed below, as confirmed on the attached "VOID" cheque (the "Account"), either in paper, electronically or by any other form or means, for the sole purpose of paying the monthly common expenses hereinafter owing to the Condominium Corporation and relating or attributable to the following unit(s), namely:

Dwelling Unit-	Level-	Parking Unit-	Level-	Parking Unit-	Level-	Locker Unit-	Level-
Municipally known as: Suite # - 55 East Liberty Street , Toronto, Ontario M6K 3P9							

presently amounting to \$ \_\_\_\_\_ per month, payable monthly on the 1<sup>st</sup> day of each month, beginning with \_\_\_\_\_ which total monthly common expense figure (and corresponding monthly debit from the Account) shall hereafter be varied in order to reflect changes to the annual budget(s) of the Condominium Corporation, as approved by the Condominium Corporation's board of directors from time to time. The undersigned expressly authorize(s) the Condominium Corporation to increase or decrease the monthly debit(s) from the Account in order to reflect all changes to the total monthly common expenses attributable to the above-noted unit(s).

**DETAILS OF THE ACCOUNT:**

<b>Account No.</b>	<b>Transit No.</b>	<b>Institution No.</b>
<b>Name of Bank:</b>		
<b>Branch Address:</b>		

*For joint accounts, all account holders must sign if  
more than one signature is required on cheques issued or drawn against the Account.*

The undersigned expressly acknowledge(s) and agree(s) that:

- a) the delivery of this Authorization to the Condominium Corporation constitutes delivery by the undersigned to the branch of the financial institution at which the Account is maintained, and that such financial institution is not required to verify that any of the payments or debits are drawn or made in accordance with this Authorization;
- b) the undersigned will notify the Condominium Corporation in writing forthwith following any changes in the Account information; and
- c) this Authorization shall continue to be effective unless and until cancelled or revoked by the undersigned upon written notice delivered to the Condominium Corporation at least fifteen (15) days prior to the next due date of any pre-authorized debit.

**The undersigned expressly acknowledge(s) and confirm(s) having read and understood all of the foregoing terms and provisions.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Print Name of Account Holder

\_\_\_\_\_  
Print Name of Account Holder

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Account Holder

**IMPORTANT: PLEASE ATTACH A "VOID" CHEQUE TO THIS FORM**







# OWNER & RESIDENT REGISTRATION FORM

IN ORDER FOR US TO COMPLETE OUR OCCUPANCY RECORDS, PLEASE FILL IN THE FOLLOWING AND RETURN TO THE MANAGEMENT OFFICE PRIOR TO MOVING IN AND AS SOON AS POSSIBLE. THANK YOU FOR YOUR COOPERATION.

(PLEASE PRINT CLEARLY):

SUITE NO: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ENTERPHONE NO: \_\_\_\_\_

### NAME OF REGISTERED UNIT OWNER(S)

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

### ADDRESS: (IF DIFFERENT FROM SUITE NO. ABOVE OR MAILING ADDRESS)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Street & Number Suite No. City Province Postal Code

TELEPHONE #: (H) ( ) \_\_\_\_\_ (B) ( ) \_\_\_\_\_

E- MAIL ADDRESS: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

.....  
**RESIDENT / TENANT INFORMATION**

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

TELEPHONE (H): (\_\_\_\_\_) \_\_\_\_\_ (B): (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CELL PHONE (\_\_\_\_\_) \_\_\_\_\_

NAME TO BE LISTED ON DIRECTORY BOARD:  
\_\_\_\_\_

NUMBER OF BEDROOMS: \_\_\_\_\_ TYPE: \_\_\_\_\_

LEASE START DATE: \_\_\_\_\_ **Attach a copy of the lease or Form 5**

A. LOCKER NO: \_\_\_\_\_ LEVEL: \_\_\_\_\_

B. PARKING SPACE: \_\_\_\_\_ LEVEL: \_\_\_\_\_

C. COLOUR/TYPE OF VEHICLE \_\_\_\_\_

D. LIC.NO: \_\_\_\_\_

E. PARKING SPACE: \_\_\_\_\_ LEVEL: \_\_\_\_\_ COLOUR/TYPE OF VEHICLE \_\_\_\_\_  
LIC.NO: \_\_\_\_\_

F. KEYS IN YOUR POSSESSION:

G. LOCKER/BICYCLE ROOM: [ ] YES [ ] NO IF "YES", HOW MANY: \_\_\_\_\_

BUILDING KEY # SUITE KEY # MAILBOX KEY # LOCKER KEY # \_\_\_\_\_

**HANDICAP ASSISTANCE REQUIRED:** [ ] YES [ ] NO

**IF "YES" PLEASE LIST SPECIAL REQUIREMENTS:**

**NAME:** \_\_\_\_\_

**TYPE OF DISABILITY:** \_\_\_\_\_

DO YOU HAVE PETS? IF "YES", TYPE & DESCRIPTION: (PICTURE TO BE KEPT ON FILE IN THE OFFICE)  
Please complete the pet registration form attached hereto.

\_\_\_\_\_  
\_\_\_\_\_

F. ARE YOU ABSENT DURING ANY PART OF THE YEAR? [ ] YES [ ] NO

IF "YES", HOLIDAY ADDRESS \_\_\_\_\_

PHONE NO: \_\_\_\_\_

**G. EMERGENCY CONTACT: (FAMILY/CLOSE FRIEND)**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

TEL. NO.: (H) (\_\_\_\_\_) \_\_\_\_\_ (B) (\_\_\_\_\_) \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

TEL. NO.: (H) (\_\_\_\_\_) \_\_\_\_\_ (B) (\_\_\_\_\_) \_\_\_\_\_

ORIGINAL LOCK YES \_\_\_\_\_ NO \_\_\_\_\_ OLD LOCK YES \_\_\_\_\_ NO \_\_\_\_\_

IF NEW LOCK, HAS KEY BEEN GIVEN TO THE OFFICE? YES \_\_\_\_\_ NO \_\_\_\_\_

REMOTE CONTROL NUMBERS: \_\_\_\_\_

.....

**IF YOU ARE A TENANT, YOU MUST COMPLETE THE SECTION BELOW.**

TENANT'S ACKNOWLEDGEMENT:

I hereby acknowledge and agree that I, the members of my household, and my guests, invitees, licensees, from time to time, will in using the unit rented by me, and the common elements, comply with the provisions of the "CONDOMINIUM ACT", the Declaration, By-laws, Management Agreement, service agreements, and other agreements, and all rules and regulations of the Condominium Corporation (the Rules), during the term of the Tenancy Agreement and my tenancy, and will be subject to the same duties imposed by the Rules as if I were a unit owner, except for the payment of common expenses, unless otherwise provided by the Condominium Act and any amendments thereto.

WITNESS WHEREOF, this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_

in the City of Toronto.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Witness

**CONTINUE to Pet Registration portion of this form.**



# PET REGISTRATION FORM (2 pages)

SUITE #: \_\_\_\_\_ @ 55 East Liberty Street.

RESIDENT (PET OWNER) NAME: \_\_\_\_\_

PET OWNER CONTACT #: \_\_\_\_\_

Are you the owner of the suite? YES \_\_\_\_\_ NO \_\_\_\_\_

**Please attach a colour picture of each pet to be kept on file.**

NAME OF PET(S): \_\_\_\_\_

BREED: \_\_\_\_\_

SIZE AND WEIGHT current: \_\_\_\_\_

AGE: \_\_\_\_\_

Size and weight at adulthood: \_\_\_\_\_

COLOUR(S): \_\_\_\_\_

PET LICENSE # and expiration date: \_\_\_\_\_

PET VET NAME: \_\_\_\_\_

PET VET PHONE #: \_\_\_\_\_

Dog Walker Service Name: \_\_\_\_\_

Dog Walker Contact #: \_\_\_\_\_

Section 3.6 of TSCC 2177 condominium declaration:

3.6 Pets

No animal, livestock or fowl shall be kept upon the common elements. However, a pet may be allowed on those parts of the common elements of which any Owner has the exclusive use, if any. When on the common elements, all pets must be under leash. No pet that is deemed by the Board or the manager, in its absolute discretion, to be a nuisance shall be kept by any Owner upon the common elements. Such Owner shall within two weeks of receipt of a written notice from the Board or manager requesting removal of such pet, permanently remove such pet from the Property. Breeding of pets is not allowed on any part of the common elements. Notwithstanding the generality of the foregoing, no dogs considered by the Board or manager, in its sole discretion, to be "attack dogs", will be permitted on any part of the common elements.

Owners shall ensure that their tenants strictly comply with the provisions governing the use and occupation and leasing of units set forth in the Declaration. If an owner fails to obtain the application, statement and covenant from his tenant as required pursuant to the Declaration, or fails to ensure his own compliance and that of his tenants with the requirements of the *Condominium Act, 1998*, the Declaration and the Rules, any person or persons intending to reside in the unit and common elements shall be considered to be an unauthorized person and entry to the buildings or any part of the common elements may be expressly denied by the manager until such person(s) and the owner have fully complied with the Act, the Declaration and the Rules.

Owners, their families, guests, visitors and servants shall not create or permit the creation of or continuation of any noise or nuisance which may or does disturb the comfort or quiet enjoyment of the property by other owners, their families, guests, visitors, servants and persons having business with him.

The sidewalks, entry, passageways, walkways and driveways used in common by the owners shall not be obstructed by any of the owners or used by them for any purpose other than for ingress and egress to and from their respective units.

No one shall harm, mutilate, destroy, alter or litter any of the landscaping work on the property, including grass, trees, shrubs, hedges, flowers or flower beds.

I, \_\_\_\_\_ hereby acknowledge that I have read the contents of this form. I declare that the information I have provided is correct, current and will be updated with Management accordingly, on a timely basis.

RESIDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

end of registration form for printing double side



# T.S.C.C. 2177. LOCK BOX RACK RENTAL AGREEMENT FOR 55 EAST LIBERTY STREET

Please submit your payment by **Certified Cheque or Money Order only** with this completed form to Concierge located in the lobby of 55 east Liberty Street.  
**Concierge Tel: 416-530-5837      Management Office Tel: 416-530-2786**

*Availability is on a first-come, first serve basis. Only available to Unit Owners or Owner Approved Persons who are registered on file with the Management Office of 55 East Liberty Street.*

**Building Address: 55 / 57 / 59 - East Liberty Street**  
(CIRCLE ONE ABOVE)

**Suite / Town home # ( ) Indicate if Owner ( ) Indicate if Agent ( )**

**Assigned lock box # \_\_\_\_\_ (Only one lock box per number)**

**Certified Cheque or Money Order # \_\_\_\_\_ (attach to the form)**  
( \$25.00 PER MONTH )

**Unit Owner Name: \_\_\_\_\_ Unit Owner Contact # \_\_\_\_\_**

**Agent Name: \_\_\_\_\_**  
(Your name must correspond to the name on the signed Unit Owner Agreement)

**Your Cell # \_\_\_\_\_ Your Company Name / # \_\_\_\_\_**

**Your e-mail: \_\_\_\_\_ Attach your business card.**

I indemnify and hold harmless T.S.C.C. 2177 and its agents from all liability and actions for the lock box, contents, suite, damages, theft, unauthorized entry, unauthorized usage, removal or otherwise howsoever caused.

**Signature: \_\_\_\_\_ Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

**Print Name: \_\_\_\_\_**

**Monthly fee is \$25.00 ( SUBJECT TO CHANGE WITH NOTICE), Payable in the form of a certified cheque or money order, made payable to "T.S.C.C. 2177".** There will be absolutely No Refunds. Term is 30/31 days regardless of start. Owner will forfeit use of the lock box rack and the lockbox may be removed without notice if payments are not received and cleared by the bank by the 1st day of each term. **You will receive confirmation and your lock box number at Concierge or by e-mail.**

### **Term of Agreement Requested:**

**Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_**



back of lockbox form for printing double side



**TORONTO STANDARD CONDOMINIUM CORPORATION NO. 2177**  
**55 East Liberty Street, Toronto, ON. M6K 3P9**

## ELEVATOR RESERVATION AGREEMENT

BOOKINGS CAN ALSO BE DONE ON-LINE @ [WWW.LIBERTYBLISS.COM](http://WWW.LIBERTYBLISS.COM) ( must register first)

Suite No.	Name:	Residential #	Business #
Date of Move In:	Date of Move Out:	Date of Delivery:	Item to be Delivered:

**TIME REQUESTED:** Please note there is a four (4) hour maximum time interval; kindly indicate the preferred time by checking the appropriate box.

8:00 a.m. - 12:00 p.m.       12:00 p.m. - 4:00 p.m.       4:00 p.m. - 8:00 p.m.

I understand and agree to the following conditions:

a) Furniture and equipment shall be moved into or out of the building only by the elevator designated for such purpose by the Board (the "service elevator"). The service elevator shall be used for the delivery of any goods, services or home furnishings, and pads to protect the service elevator shall be installed as determined by the Concierge in his sole discretion. The time and date for moving or delivery shall be fixed in advance by arrangement and reservation with the Concierge. The reservation shall be not exceeding four (4) hours.

b) Except with the prior written authorization of Management, moving and deliveries shall be permitted only from Monday to Saturday:

8:00 a.m. - 12:00 p.m.  
 12:00 p.m. - 4:00 p.m.  
 4:00 p.m. - 8:00 p.m.

Sunday (deliveries only): 9:00 a.m.- 6:00 p.m.

It is your immediate and continual obligation to conduct the move in a timely, respectful and quite manner at all times.

c) refundable security/damage deposit in the amount of \$200.00 or as determined by the corporation from time to time in **All NON OWNERS must provide a certified cheque or money order.**  
***No exceptions will be made.***

**All move-outs must be in the form of a money order or certified cheque only, made payable to: "TSCC 2177" via the Concierge when making the reservation.**  
***No exceptions will be made.***

d) It shall be the responsibility of the Owner and/or the person reserving the service elevator to notify the Concierge, and to request an inspection of the service elevator and adjacent common elements immediately prior to using the service elevator. Upon completion of moving into or out of the building or the delivery, the Owner or person reserving

the service elevator shall forthwith request an immediate re-Inspection of the service elevator and affected common elements. Any damage noted during the re-inspection and not noted on the initial inspection shall be deemed to be the responsibility of the Owner and the person reserving the service elevator. The cost of repairs, which shall include the cost of any extra cleaning, shall be assessed by the Manager as soon as possible following the moving or damage and the parties responsible shall be advised of such costs.

e) The Owner and the person reserving the service elevator shall be liable for the full cost of repairs to any damage to the service elevator and to any part of the common elements caused by the moving of furniture or equipment into or out of the unit or the delivery of goods, services and home furnishing or equipment into or out of the unit. The Corporation, through the Manager, shall have the right to withhold all or part of the security deposit as it deems necessary as security for partial or complete payment for any damages sustained. The Corporation shall apply all or part of the security deposit toward the cost of repairs or cleanup. If the cost of repairs should be less than the amount of the security deposit, the balance shall be returned to the Owner or person reserving the service elevator. If the cost of repairs exceeds the amount of the security deposit the Owner or person reserving the service elevator will bear the full cost of repairs less the amount of the security deposit. This amount shall be assessed against the unit owned by or occupied by the person reserving the service elevator as a common expense and shall be collectable as such.

f) During the term of the reservation and while any exterior doors are open, the Owner or person reserving the service elevator shall take reasonable precautions to prevent unauthorized entry into the building.

g) Corridors and elevator lobbies shall not be obstructed prior to, during or after the term of the reservation.

h) Purchasers or Tenants acquiring a unit shall register with the Manager or Security prior to the move-in date.

I HEREBY ACKNOWLEDGE that I have read this agreement as presented above, and I hereby accept all of the conditions contained herein, pursuant to the condominium declaration.

X \_\_\_\_\_  
Applicant Signature Date

**\$200.00 Security Deposit attached**

CERTIFIED CHEQUE OR MONEY ORDER # \_\_\_\_\_

Accepted by ( Guard Name and Time) \_\_\_\_\_



\*\*\*\*\*

<b>BLISS SHARED FACILITY</b> <b>55 &amp; 59 East Liberty Street</b>
--

**GUEST SUITE RENTAL AGREEMENT – SUITE #**

BOOKINGS CAN ALSO BE DONE ON-LINE @ [WWW.LIBERTYBLISS.COM](http://WWW.LIBERTYBLISS.COM) (must register first)

**Residential SUITE: \_\_\_\_\_ of # \_\_\_\_\_ (55 or 59) East Liberty.**

This Indenture made in duplicate the \_\_\_\_\_ of \_\_\_\_\_, 2014.

Between: Bliss Shared Facility  
*Hereinafter called the Lessor*

And: Resident Name: \_\_\_\_\_ of Suite: \_\_\_\_\_  
*Hereinafter called the Lessee*  
*Of the Second Part*

Witness that in consideration of monies, covenants and agreements hereinafter reserved and contained on the part of the lessee to be paid, observed and performed, the Lessor does agree that the Lessee may book the subject Guest Suite # \_\_\_\_\_ located at 59 East Liberty Street, Toronto, Ontario.

To book the subject one Guest Suite # \_\_\_\_\_ for the period of \_\_\_\_\_ days commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, to the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_. **The time of availability being 3:00 p.m. on the first day, and “check out” time being 12:00 p.m. on the last day.**

Yielding and paying a Rental Charge of **Eighty dollars and zero cents (\$80.00)** and Security Deposit of **Two Hundred dollars and zero cents (\$200)** of legal Canadian Tender to be paid without deduction to the Condominium Corporation via the Property Management Office or the Concierge by TWO (2), money orders, certified cheques or bank drafts.

**The cheques are to be made payable to: “BLISS SHARED FACILITY”.**

The Lessor hereby acknowledges receipt of the sum of **Eighty dollars and zero cents (\$80.00)** on account of the monies payable hereunder.

The Lessee covenants and agrees with the Lessor as follows:

**a) To pay total fees on 2 separate personal cheques, money orders, certified cheques or bank drafts as follows:**

- 1) Security Deposit: \$200.00**
- 2) Rental Charge: \$80.00 per night** (Rental Charge includes reasonable cleanup)
- 3) Total: \$\_\_\_\_.00**

- b) The Guest Suite shall be available on a first-come, first-served basis.
- c) The rate for the use of the Guest Suite shall be determined from time to time by the Board.
- d) The maximum stay for a Guest in the Guest Suite shall be seven (7) consecutive nights, except for the period of December 15 - January 5 where no more than three (3) consecutive nights shall be allowed. No Resident shall reserve the Guest Suite for more than ten (10) nights in any three (3) month period without express permission of the Board or Manager.
- e) Residents may reserve the Guest Suite through Concierge in person. The person reserving the Guest Suite shall pay the required rate for such reservation by certified cheque, money order or bank draft, made payable to the Corporation within twenty-four (24) hours of making the reservation, and shall complete and sign the necessary forms as provided by the Manager or Concierge.
- f) A Security Deposit of \$200.00 payable by personal cheque, certified cheque, money order or bank draft, shall accompany the required total sum of the reservation.
- g) The Resident reserving the Guest Suite shall pick up the Guest Suite card/key from the Concierge Desk prior to the arrival of his/her Guest. Upon leaving, the Guest using the Guest Suite shall lock the Guest Suite door and shall leave the Guest Suite card/key with the Concierge Desk.
- h) A \$100.00 charge shall be levied against the unit of the Owner or Resident reserving the Guest Suite for replacement of any lost card/key for the Guest Suite.
- i) Guests staying overnight in the Guest Suite may check in after 3:00 p.m. and shall check out by Noon (12:00 p.m.), or at such other times as may be determined from time to time by the Manager. Cleaning of the Guest Suite shall include the changing of sheets and towels after each guest leaves.
- k) The cost of repairing any damage to the Guest Suite shall be charged back to the unit of the Resident reserving the Guest Suite. The Owner reserving the Guest Suite, accompanied by Concierge shall inspect the Guest Suite both prior to and after the reservation.
- l) Forty-eight (48) hours notice is required to cancel any reservation to receive a full refund. If cancellation occurs less than forty-eight (48) hours ahead of time, the entire rental fee shall be forfeit, to a maximum of \$200.00.
- m) The Resident reserving the Guest Suite, or his/her Guest using the Guest Suite, shall report any problems with the Guest Suite to the Manager or Concierge immediately.
- n) The Guest Suites are strictly non-smoking and any violation of this, at the sole and complete discretion of the Manager, will result in an additional professional cleaning fee of \$200.00 being levied and charged against the Owners who reserved the Guest Suite, collectable in the same manner as common element assessment.
- o) *An inspection prior to the use of the guest suite and at the end of the rental agreement term shall be conducted by Security using a form signed by the guests pre use and upon vacating. Once the post-inspection shows no new deficiencies or damage, the deposit cheque will be released to the writer of the cheque by Management or by Security in the absence and solely with the authority of the Shared Facilities Manager.*

This indenture and everything contained herein, shall endure to the benefit of, and be binding upon the parties hereto and their assignees.

FOR: First Service Residential Property Management, *on behalf of* Bliss Shared Facility

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
( print name & Suite #)

.....

## GUEST SUITES PRE AND POST INSPECTION FORM

Resident Suite No. : \_\_\_\_\_ Name : \_\_\_\_\_

Phone No. \_\_\_\_\_ Rental Period: \_\_\_\_\_

No. of Nights \_\_\_\_\_ Guest(s) Name: \_\_\_\_\_

Guest Suite# A / B / C	PRE – Inspection Time :	POST – Inspection Time :
AREA TO INSPECT	DETAILS OF FINDINGS	DETAILS OF FINDINGS
CLEANLINESS OF ROOM		
CARPET		
TOWELS & BATHMAT		
MATTRESS PROTECTOR & SHEETS & BLANKET		
LAMPS		
CLOCK		
PHONE		
TELEVISION & REMOTE		
BARWARE & ACCESSORIES		
HEADBOARD & 2 NIGHT TABLES		
BAR TABLE		
WOOD TRIM		
WALLPAPER		
DECORATIONS		
BASEBOARDS		
DOORS		
ARTWORK		

WINDOWS & COVERINGS		
CHAIR		
DRESSER		
COMFORTER		
SIX PILLOWS		
2 DECORATIVE PILLOWS		
BATHROOM ACCESSORIES		

Security Remarks:

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I confirm that the contents of this pre/post inspection form are true and correct. Any personal items or contents left in the guest suites after the post inspection are considered as abandoned and will be discarded at the sole expense of the owner. I hold harmless and indemnify Bliss Shared Facilities, T.S.C.C. No. 2177, T.S.C.C. No. 2164 and their respective agents for the removal and disposal of all items that are not part of the corporation assets.

Guest or Owner Signature: \_\_\_\_\_

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

Security  
or

Management Signature \_\_\_\_\_ Date: \_\_\_\_\_

<b>BLISS SHARED FACILITY PARTY ROOM AGREEMENT</b>
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BOOKINGS CAN ALSO BE DONE ON-LINE @ [WWW.LIBERTYBLISS.COM](http://WWW.LIBERTYBLISS.COM) ( must register first)

Resident's Name \_\_\_\_\_ Suite Number \_\_\_\_\_

Telephone Number(s) Home \_\_\_\_\_ Cellular # \_\_\_\_\_

Date of Event \_\_\_\_\_ Time: From \_\_\_\_\_ a.m. / p.m. To \_\_\_\_\_ a.m. / p.m. \_\_\_\_\_

Specify Occasion \_\_\_\_\_

Attendance Expected \_\_\_\_\_ (Maximum 25)

I understand and agree to the following rules:

- 1) No person other than a Resident, nineteen years of age or older, shall reserve the Party Room. A Party Room Application/Agreement shall be signed when reserving the Party Room, and a security deposit of \$250.00 shall be paid by personal cheque, certified cheque, money order or bank draft payable to: BLISS SHARED FACILITY within 24 hours of the reservation being made or the reservation will be forfeit.
- 2) Corporation and Manager use of the Party Room shall take precedence over any Resident reservation of the Party Room and any Resident reservation of the Party Room may be cancelled by the Corporation or the Manager at any time up to fourteen (14) days before the date of the reservation. The Resident reserving the Party Room may cancel such reservation and be entitled to a refund of his or her security deposit at any time up to seventy-two (72) hours before the date of the reservation, unless the reservation is for a date which is a holiday as designated by the Manager, in which case the Resident may cancel such reservation and be entitled to a refund of the Security Deposit at any time up to thirty (30) days before the date of the reservation. Should the Resident reserving the Party Room cancel such reservation after the aforementioned dates, as applicable, such Resident shall not be entitled to a refund of the Security Deposit.
- 3) The Resident reserving the Party Room shall disclose the intended use of the Party Room to the Manager/Concierge at the time of reservation and shall remain in or near the Party Room at all times during the function or event. The outside patio above the Party Room is not included in such reservation and shall not be used or accessed by the Resident or invitees during the course of the function or event.
- 4) The Resident reserving the Party Room shall ensure that all invitees to any function or event held therein are aware of and comply with the Act, the Declaration, the By-Laws and the Rules, as well as all relevant federal or provincial statutes and municipal by-laws. The Resident reserving the Party Room shall indemnify and save harmless the Corporation, the Board and the Manager from and against any loss, costs, damages, liability, claims, demands, judgments, fines and penalties arising from such Resident's use of the Party Room, including but not limited to any loss, costs, damages, claims, demands, judgments, fines and penalties arising from the action or conduct of any invitee(s) of such Resident while such invitee(s) is/are on Corporation property.
- 5) The Resident reserving the Party Room shall ensure that all invitees to any function or event held therein shall enter and exit the common elements only through the Main Lobby of Liberty Tower or Bliss. The Resident reserving the Party Room shall ensure that all invitees to any function or event held therein do not access any of the recreation facilities or any other part of the common elements while such invitees are on Corporation property. All invitees shall sign in at the Concierge/Security Desk. No more than twenty-five (25) people may attend or be present at any one function or event or may be in the Party Room at any one time.

6) Alcoholic beverages shall not be sold, whether for profit or otherwise, at any function or event taking place in the Party Room, and no alcoholic beverages shall be served or consumed at any function or event taking place in the Party Room except in accordance with all applicable laws, regulations and permits. No person under nineteen (19) years of age shall attend any function or event in the Party Room during which alcoholic beverages are being served or consumed unless such person is accompanied by an adult, and the Resident reserving the Party Room shall ensure that no such person under nineteen (19) years of age consumes any alcoholic beverage while in the Party Room or on Corporation property.

7) Should the Resident reserving the Party Room, in the sole opinion of the Manager/Security/Concierge, fail to maintain control of the invitees, or should the Resident or any of the invitees breach any rule as set out herein, the Manager/Security/Concierge may immediately terminate the Resident's and the invitees use of the Party Room, and in the event of such termination, all such invitees shall vacate the Party Room and Corporation property forthwith.

8) All music and other noise associated with any function or event in the Party Room shall be restricted to a reasonable level which is solely at the discretion of the Manager/Security/ Concierge. Music shall not be played in the Party Room after 11:00pm on weekdays and after 1:00am on weekends and the night prior to a holiday, and the Party Room shall be vacated by no later than midnight (12:00am) on weekdays and 2:00am on weekends and the night prior to a holiday. The Resident reserving the Party Room shall ensure that all invitees exit Corporation property at the end of the function or event and shall confirm same to the Concierge.

9) Smoking is prohibited in the Party Room.

10) Prior to the function or event, the Resident reserving the Party Room and the Manager/Security/Concierge shall inspect the Party Room, and the Resident shall be responsible for leaving the Party Room in the condition in which it was in prior to the reservation. At the end of the function or event, the Resident reserving the Party Room and the Manager/Security/Concierge shall inspect the Party Room and any part of the common elements accessed by the Resident's invitees, and the cost to repair any damage or replace any missing items to or from the Party Room or such common elements shall be deducted from the Resident's Security Deposit. In addition, if, in the discretion of the Manager, the Party Room has not been returned to the condition in which it was prior to the reservation and needs to be cleaned, a cleaning fee of \$100 shall be deducted from the Security Deposit. The remaining portion of the Security Deposit shall returned to the Resident. If the amount of said damage and/or cleaning fee exceeds the Security Deposit, it shall be collectible by the Corporation in the same manner as Common Element Fees.

11) At the Manager's discretion and with the Board of Director's approval, any violation of the above rules may result in the Resident being temporarily or permanently banned from using the Party Room. No warnings shall be given.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Management \_\_\_\_\_ Date \_\_\_\_\_

**55 East Liberty Street, Toronto, ON. M6K 3P9  
KEY / FOB / REMOTE REQUEST FORM**

**One garage remote per registered parking unit. One fob per registered resident.  
Unauthorized use will result in deactivation at the sole discretion of the corporation.**

**Suite Number:**  Cellular # \_\_\_\_\_ E-mail \_\_\_\_\_

*Please check which applies*

Print Name:  Owner:  OR Tenant:

We herein request common element key(s), KeyScan tag(s) garage remote(s) for our suite as follows:

Locker/Storage Room Locker Key(s): Cost: \$5.00 each Qty: \_\_\_\_\_

KeyScan Tag(s): Cost: \$50.00 each Qty: \_\_\_\_\_

Garage Remote (**replacement only**): Cost: \$75.00 each Qty: \_\_\_\_\_

Mail Box Lock: **Owner must call a locksmith.**  
(Mail deliveries are between 10:00 a.m. and 1:00 p.m.)

**Only OWNERS can issue a personal cheque.  
ALL OTHERS MUST PROVIDE A CERTIFIED CHEQUE OR MONEY ORDER.**

**Made payable to: T.S.C.C. 2177**

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

***For office use:***

**Received by Resident:** \_\_\_\_\_  
(Signature of Resident as Received)

Common Element Keys issued:

Garage Remote(s) #: \_\_\_\_\_ Access Tag(s) #: \_\_\_\_\_

Payment collected \$ \_\_\_\_\_ Cheque # \_\_\_\_\_

Manager's Approval: \_\_\_\_\_

Issued by Concierge (Print and Sign): \_\_\_\_\_ Date: \_\_\_\_\_

back of key fob form blank for printing double side

<p><b>BLISS SHARED FACILITY</b></p> <p><b><u>TERRACE BBQ AGREEMENT</u></b></p>
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BOOKINGS CAN ALSO BE DONE ON-LINE @ [WWW.LIBERTYBLISS.COM](http://WWW.LIBERTYBLISS.COM) ( must register first)

1. The barbeque will be booked on a first come, first served basis.
2. For safety reasons, familiarize yourself with the proper operation of the barbecue before attempting to light.
3. The gas regulator will be operated by the Concierge only.
4. The barbecue will be unlocked / locked by the Concierge only.
5. The barbecue is limited to one (1) hour use.
6. A BBQ utensil kit will be provided. After usage this kit must be turned over to the Concierge.
7. Use of the barbecue is restricted to residents and their guests and is used at their own risk
8. Four (4) guests per suite are permitted to use the barbecue and must at all times be accompanied by a resident.
9. Users must turn off the barbeque after use and leave the area in a clean and tidy condition. Users must clean the barbeque grill with the wire brush provided. Clean up must include the removal of garbage in the local area.
10. Users may not use the adjacent Party Room for eating purposes unless they have an exclusive Party Room booking.
11. **BBQ units are available for use from 10:00 a.m. to 10:00 p.m. in the Spring, Summer, and Autumn seasons.**
12. If there are residents waiting to use the barbeque, please be considerate and vacate the barbeque area at the end of your reservation time.
13. The Board of Directors reserves the right to permit exclusive use of the barbeque area for in-house activities for the benefit of all residents.
14. **Please report any damage or problems to the concierge and/or management prior to use.**
15. The BBQ equipment is not to be used during high winds.
16. Glass containers may not be used in this area.
17. No pets are allowed on the roof top BBQ area.

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I, \_\_\_\_\_ of Suite \_\_\_\_\_ at  
 55 / 59 East Liberty Street read this agreement and hereby release Bliss Shared Facility of liability for any injury sustained by me or my guests however caused as a result of the use of the barbecue and the surrounding area.

Date of Reservation: \_\_\_\_\_ Time of Reservation: \_\_\_\_\_ a.m./ p.m.

Phone # \_\_\_\_\_

How many people will be in your group? \_\_\_\_\_

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

## T.S.C.C. 2177

### Construction/Renovation Application Form

***Please review and complete the following the application form. Incomplete applications will be returned to the owner for more information before being presented to the Board for review.***

All in-suite renovations, including but not limited to: carpet/hardwood flooring installation, Bathroom and Kitchen Renovations and any other alteration or construction activity in any unit of *T.S.C.C. 2177* must be reported to the Board of Directors in writing via the Property Manager for **review and approval** prior to the work commencing.

A full description of the purposed work, including any drawings, specifications and contractor information must be attached to this application form.

The request and approval procedure is necessary in order to avoid damage to structural components of the building. Following the approval procedure will avoid any possible personal injuries, property damage and costly repairs.

Please read the following carefully and sign below to acknowledge that you agree to adhere to these rules.

1. The **Suite Owner** is responsible for:
  - Submitting a request for carpet installation/renovation/alterations/construction to the Board of Directors or Property Manager well in advance of the desired work schedule. Work cannot be started without prior written approval.
  - Booking of the elevator must be done at least 2 weeks prior to the commencement of renovation work. The Freight elevator must be used to deliver and remove renovation material from the premises.
  - Obtain a building permit where applicable, from The City of Toronto.
  - Obtaining ESA permits for any electrical work. This includes any time wires are crossed.
  - No change, alteration or addition shall be made to any common element area including but not limited to in-suite balconies and terraces.
  - Any renovation of washrooms must ensure that underneath any work that there is a water tight waterproof membrane – particularly underneath any shower structure.
  - No electrical fans/vents are to be installed in the bathroom ductwork.
  - All toilets must have a proper seal around the toilet.
  - Installation of additional appliances, including Bidets, is not permitted.
  
2. Contractors and their behaviour: The **Suite Owner** is responsible to ensure that the following conditions are met:
  - (a) Once approved and the work scheduled, Management is to be notified in writing of the proposed start date, at least three (3) business days in advance. This is to inform neighbouring residents of any noise.

- (b) Advise Management of the name and phone number of the contractor hired. Copies of the WSIB and Insurance for the contractor must be attached or submitted prior to work commencing and placed in the Suite file.
- (c) Provide suite access for their contractor; Management, Security and or Maintenance personnel of T.S.C.C. No. 2177 are unable to do so.

If for any reason damages are incurred involving costs, or any disregard of the conditions resulting in costs to T.S.C.C. 2177, and if the owner then fails to make good the damage in a reasonable time, the Corporation reserves the right to have the repair work carried out on the owner's behalf and chargeback the cost of those repairs to the unit owner in accordance with our Declaration, By Laws and Rules.

**The owner's contractor must ensure that:**

- No damage is incurred to the common elements during entry to and exit from the building, and/or throughout the construction/renovation phase.
- All contractors must use ONLY the service elevator for bringing up any and all construction equipment/supplies.
- All construction debris and garbage associated with the work is to be removed from the site by the contractor on a daily basis. At **no time** shall the renovation waste be dumped in Corporation bins.
- Any mess in the hallways, elevator cabs, lobby or common area attributed to the installation is cleaned up by the contractor to the satisfaction of the Property Manager.
- Every precaution is taken not to soil the hall carpet, etc. Drop cloths should be used in the halls to protect the carpets. All debris is to be put in garbage bags – not baskets or open boxes.
- Absolutely no debris is to be dumped down the garbage chutes.
- Work is to be performed from Monday to Friday, inclusive, between the hours of 9:00 am and 5 pm only. No work is permitted on Saturday, Sunday or holidays.

3. T.S.C.C. No. 2177 will:

- Return a copy of the approved application to the owner.
- Place a copy of this documentation, the building permit and correspondence into the suite file.

**Suite Owner Application Check List:**

- 1. My full description of the proposed work is attached.
- 2. Drawings of the renovations are included
- 3. Contractor Information is attached (Insurance, WSIB, Electrical and/or plumbing licence)
- 4. Flooring Specifications, including underpad Sound rating (IIC# & STIIC #) of 65 or higher is attached (*as required*)

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Suite number

\_\_\_\_\_  
Residence telephone

\_\_\_\_\_  
Business telephone

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**OFFICE USE ONLY**

Authorized Signatures

Property Manager: \_\_\_\_\_

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

Board of Directors  
T.S.C.C. No. 2177: \_\_\_\_\_

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

# T.S.C.C. 2177

## Renovation Procedures

### APPROVAL PROCESS

- A written request must be submitted to the management office for all renovation work, for approval by the Board of Directors.
- Detailed description of work to be performed and if possible, drawings to identify changes (removal of walls, etc.) must be included in the request for approval.
- Work **cannot** proceed until the Board of Directors has given written approval. We require a minimum of 10 business days to review the request.

### PRE-INSTALLATION PROCESS

- Elevator must be booked in advance with Security at 416-530-5837 for the delivery and removal of waste and equipment. Materials can only be delivered between 9:00 a.m. and 7:00 p.m., Monday through Saturday.

### INSTALLATION PROCESS

- Work can be conducted between 9:00 a.m. and 7:00 p.m., Monday through Saturday.
- No work that creates noise is to be conducted on Saturdays (i.e. removal of tiles).
- No work to be conducted on Sundays or Statutory Holidays.
- Waste must be removed from the unit before 7:30 p.m. or it must wait until the following day for removal.
- All waste and materials **must be** removed off-site by **your** trade.
- The unit owner is responsible for any cost incurred to repair any damage to common elements or other units that may become damaged by renovation work.

### PLEASE NOTE:

All exhaust fans must be kept operational and should be inspected during renovation to ensure full operation. Exhaust fans cannot be removed without an alternate exhausting system.

**WORK ORDER- BLISS- T.S.C.C. 2177**

Requester Name: _____	Suite #: _____	DATE: _____
Owner: _____ /	Tenant: _____	
Daytime Phone #: _____	E-mail: _____	
(Owner Name and contact #: _____ )		

Comment/Request:

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***The Superintendent may not assist with some in suite matters unless authorized by Management on this form.***

I hereby acknowledge that agents of the Corporation, and/or their agents, will enter my suite to inspect and/or carry out necessary work and that **confirmation of the request with the suite owner must take place before requests of a non emergency status will be initiated.**

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

Manager authorizes to proceed: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Action taken:

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

(2<sup>nd</sup> Action required): \_\_\_\_\_

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