

## RESIDENT INFORMATION SHEET

**Project Name:**

**Suite/Unit #:**

**Tower/Block #:**

PLEASE NOTE THAT YOU MUST COMPLETE AND SUBMIT THIS FORM TO PROPERTY MANAGEMENT OR THE CONCIERGE DESK PRIOR TO REQUESTING AN ELEVATOR BOOKING TIME FOR YOUR MOVE-IN DATE.

*Please fill in the following and return to the Management Office or Concierge Desk as soon as possible, so that we may complete our occupancy records enabling us to deliver/mail pertinent information concerning your condominium building. Again, all information is respected and treated with the upmost confidentiality. Thank you.*

**Owner**

**Tenant**

Lease copy attached (required)

Lease Term

### OWNER(S) INFORMATION

**Name of Owner(s):**

Last Name

First or Given Name

Last Name

First or Given Name

**Other Residents:**

**Other Residents:**

**Tel. No. (Home):** ( )

**Tel. No. (Business):** ( )

**Cell:** ( )

**E-mail:**

**Off-site Address  
(if applicable):**

### TENANT(S) INFORMATION

**Name of Principal  
Tenant(s):**

Last Name

First or Given Name

Last Name

First or Given Name

**Other Residents:**

**Other Residents:**

**Tel. No. (Home):** ( )

**Tel. No. (Business):** ( )

**Cell:** ( )

**E-mail:**

### VEHICLE INFORMATION

**Parking Space No.:**

**License Plate #:**

**Make & Model of Vehicle:**

**Colour of Vehicle:**

**Parking Space No.:**

**License Plate #:**

**Make & Model of Vehicle:**

**Colour of Vehicle:**



## PARCEL AND LETTER ACCEPTANCE WAIVER

The undersigned resident(s), who is/are 18 years of age or older, 5162 Yonge Street, Toronto, ON hereby acknowledges that Gibson Square Residences Inc., MenRes Property Management Inc. or Paragon Security have no obligation whatsoever to accept on behalf of any resident or tenant, delivery of any letters or parcels left with them at the Concierge desk.

In consideration, building staff providing this assistance and in accepting and notifying me/us of delivery to the Concierge Desk of letters, packages and parcels addressed to my attention, I/we hereby irrevocably release Gibson Square Residences Inc. , MenRes Property Management Inc., and Paragon Security along with their respective employees, officers, servants and agents from any and all liability and claims arising from their temporary custody and of any such written communication, parcels or other items received by them on my/our behalf, whosoever caused.

There is no acceptance of items from Canada Post, registered mail, keys, cash, medication and food by the security desk. Due to space availability we have to restrict the size of your parcel to maximum 12" X 12" and pending available space at the time of parcel delivery, we reserve the right to decline parcels under the size allotment stated.

PLEASE NOTE THAT PARCELS DELIVERED TO THE CONCIERGE WILL BE HELD FOR ONLY 2 DAYS DUE TO LACK OF STORAGE, THEN WILL BE RETURNED TO SENDER UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE. WE WILL NOTIFY YOU BY PARCEL TAG AND OR PHONE CALL/EMAIL, OTHERWISE PARCEL WILL BE RETURNED.

Suite Number \_\_\_\_\_ Tower \_\_\_\_\_

Resident Name \_\_\_\_\_ 2<sup>nd</sup> Resident's Name \_\_\_\_\_

Resident Signature \_\_\_\_\_ 2<sup>nd</sup> Resident's Signature \_\_\_\_\_

Please circle one: Owner / Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Security Officer – initial

Note: This waiver can only be considered valid if residents/tenants have an up-to-date, completed resident information form on file with the office.



Dear Homeowner,

*Welcome home to Gibson Square!*

MenRes Property Management Inc. would like to introduce you to your new home and we look forward to being of service to as you make your transition into new Condominium ownership. We are here every step of the way to assist you with moving in, becoming oriented to the building, and introducing you to the Gibson Square community. This is an exciting time and we wish for you a positive and personalized experience.

To assist all new Owners, we would like to remind you of the importance of completing the enclosed Registration Package PRIOR to your scheduled moving date. If you plan on leasing your unit, please return with a copy of the lease advising who the authorized tenants are to be. All Owners are to provide tenants with copies of the Rules and Regulations and to orient them to the building. Under the terms of the condominium documents all owners are responsible for managing their own tenant affairs and are responsible for their actions while residing at the building.

All owners and tenants are also required to carry property insurance. The proposed Condominium Documents that you received at time of purchase outline what type of insurance is recommended. Please refer to *Article VII, Insurance, 7.3, By the Owner*, in these documents which provide a very clear description of what should be obtained. Most well-known insurance providers should be familiar with your condominium policy needs.

As the occupancy period will take some months, we encourage owners to make their elevator bookings well in advance. As your interim closing may occur in the later part of the day, it is also wise to book your move in the day after your interim closing. The elevator may be booked in 3 hour increments from Monday –Friday beginning at 1pm. Saturday and Sunday the bookings begin at 9am. Please contact your Move-In Coordinator Mary Quin at (647) 469-8679 for all booking related questions or contact her at [mary.quin@menres.com](mailto:mary.quin@menres.com) to make your request.

As part of keeping residents informed, once occupancy begins, all building residents may expect to receive a weekly newsletter delivered to residents every Friday to keep them informed of building activities and progress. We believe this reinforces the sense of community and helps educate residents by providing answers to common questions.

Our office is located on the first floor next to the Concierge desk and we encourage residents to stop by and introduce themselves, we are here to help you and want to congratulate you on your new purchase!

Regards,

**MENRES**  
PROPERTY MANAGEMENT

**MenRes Property Management Inc.**

*Agents for and on behalf of Gibson Square Residences Inc.*



**Re: Removal of Large Recycling Material and Garbage Disposal**

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Dear Resident,

We trust that you have spent some time to thoroughly read your elevator booking form. As further assistance to you during your move, please note the below instructions for garbage disposal.

Please note that ALL LARGE RECYCLING material from your move must be flattened and brought down to the bulk recycling room on P1. You may reach this area by taking the elevator to P1, exiting out the south vestibule door and locating the bulk garbage room immediately on the right.

We thank you for your assistance and we appreciate your cooperation.

Regards,

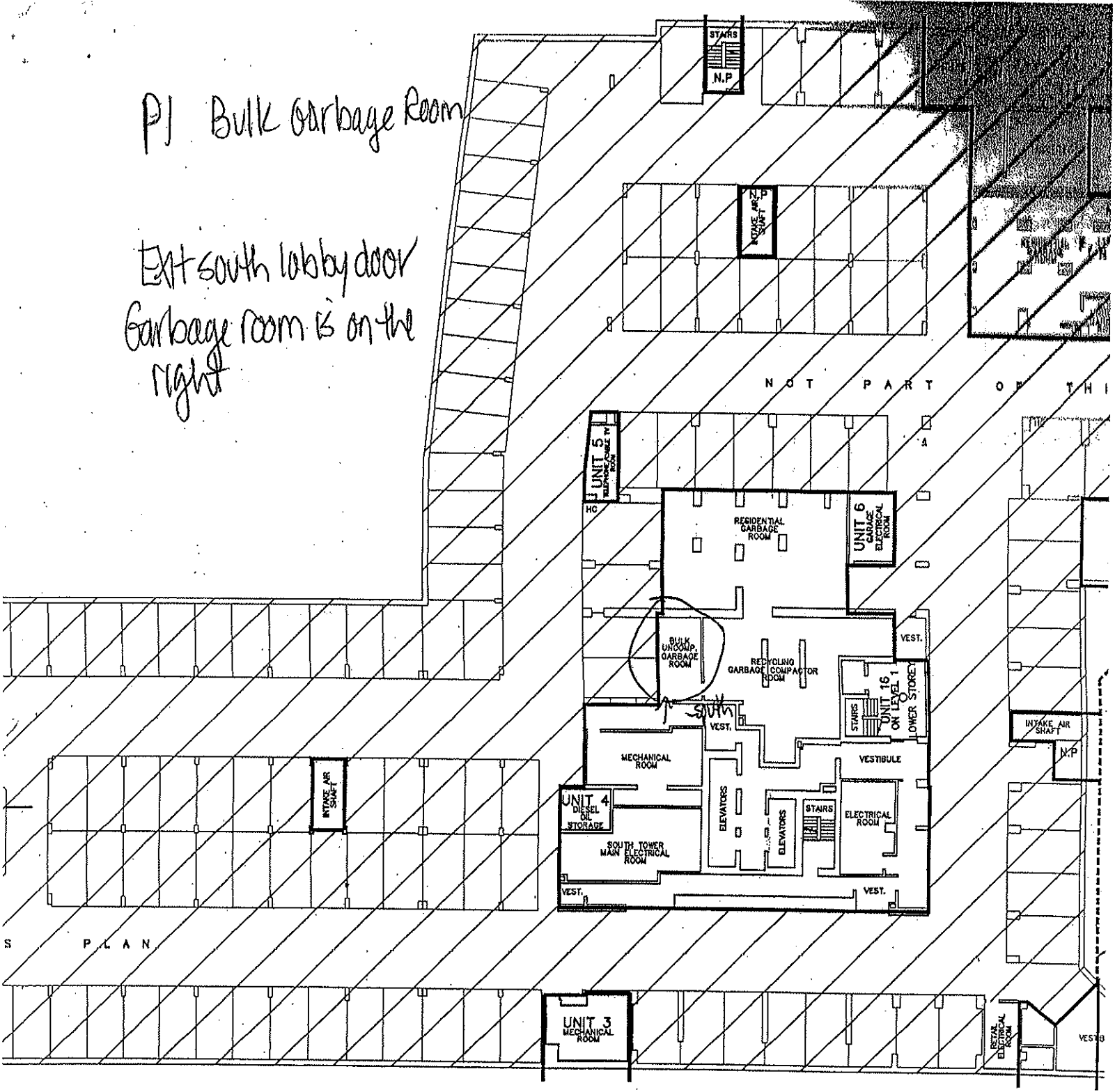


**MenRes Property Management Inc.**

*Agents for and on behalf of Gibson Square Residences Inc.*

P1 Bulk Garbage Room

Exit south lobby door  
Garbage room is on the  
right





## ELEVATOR RESERVATION AGREEMENT

(MOVE-IN /MOVE-OUT /DELIVERY)

Reservation requested by: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent		Suite #:
Name:		Tower #:
Home Tel. #:	Business Tel. #:	Cell #:
Move-In: <input type="checkbox"/>	Move-Out: <input type="checkbox"/>	Delivery: <input type="checkbox"/>
DATE:	FROM: <input type="checkbox"/> AM <input type="checkbox"/> PM	TO: <input type="checkbox"/> AM <input type="checkbox"/> PM
MOVING COMPANY/RENTAL: (Must be completed)		PLATE# TEL:
All Move-ins/Outs AND Deliveries are to be booked by Property Management NO BOOKINGS ARE PERMITTED ON SUNDAYS OR STATUTORY HOLIDAYS, NO EXCEPTIONS		

*I understand and agree to the following conditions:*

1. Elevator bookings are ONLY permitted from MONDAY TO FRIDAY FROM 1PM-11PM and on SATURDAY AND SUNDAY from 9AM-11PM
2. I shall provide a refundable security deposit payable to **Gibson Square Residences Inc.** in the amount of **\$250.00** by signing this agreement. This amount will be refunded upon completion of the move and not having caused any damage to the common elements area.
3. **I shall notify the Concierge and request an inspection** of the common elements, including loading dock area and elevator immediately prior to using the elevator. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the elevator and ALL affected common elements area.
4. **I shall be liable for the full cost of all repairs to any damage and agree to forfeit my deposit as a result of damage** which may occur as a result of my booking by me or my agents. I shall accept the cost of repairs as assessed by the Manager and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of repairs. If the repairs are greater than the value of the deposit I will provide the difference upon request.
5. I shall only use the elevator, loading area and affected common areas during the term of the reservation. I shall acknowledge that **my moving truck will be within 24ft inclusive of ramp and any vehicle larger will have to be parked on the street at my own risk. Only one vehicle is permitted to park in loading/moving area and NO PARKING IN FIRE ROUTE IS PERMITTED AT ANY TIME. Please note the elevator will NOT be released unless the truck fits within guidelines.**
6. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation. I shall take full responsibility for all my personal items left unattended and left in the loading dock area and release Gibson Square Residences Inc., and Paragon Security Inc. from any responsibility.
7. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation.
8. I agree that the PROTECTIVE PADS must be in place prior, during and until the completion of the final inspection.

***I hereby acknowledge that I have read this Agreement and I agree to abide by the Rules and Regulations.***

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2014 . Signature: \_\_\_\_\_

Concierge Phone: (416) 250-8685

Move-In Coordinator (647) 469-8679

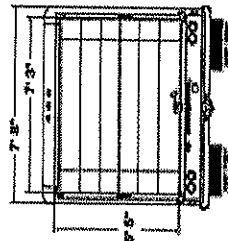
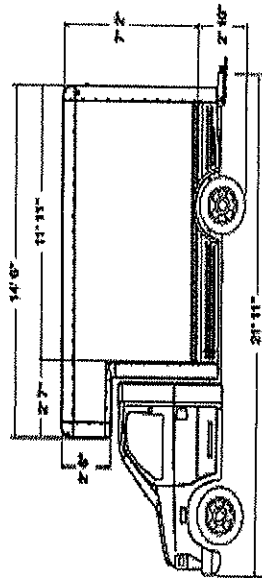
Property Management Office (416) 730-0019

14ft truck rentals are perfect for apartment moves and even two bedroom household one-way moves. Individuals upgrading from a 1-2 bedroom apartment generally rent our 14ft moving truck as it has just the right amount of loading capacity. U-Haul offers truck rentals for both one-way and in-town for local moves, so get packing and let U-Haul help you move!

Our 14ft moving truck is equipped with a 2'2" wide loading ramp and a Mom's Attic for extra storage space and can load more than 6,100 lbs. (TIP: Many use Mom's Attic to store fragile items away from less fragile belongings.) The rental truck cabs are also set up with seating space for three adults, air conditioning, air bags and gentle-ride suspension. Other moving truck rental companies just don't compare. Rent a truck today - we make Moving Made Easier®.

## Dimensions

- Inside dimensions: 14'5" x 7'8" x 7'2" (LxWxH)
- Mom's Attic: 2'7" x 7'8" x 2'6" (LxWxH)
- Deck height: 2' 10"
- Door opening: 7'3" x 6'5" (WxH)
- Loading ramp width: 2'2"



## Features

- Fuel economy gauge
- Air bags
- Seats 3 for adults
- Automatic transmission
- Air conditioning
- AM/FM radio
- Gentle-Ride suspension
- Disc brakes
- 2"10" Low Deck
- Hitch with 2" ball accepts up to 2 5/16"
- Tie downs
- Rub rails

## Capacity

- Volume: 733 cu. ft.
- Max load: 6,190 lbs.
- Gross vehicle weight: 14,050 lbs. max.
- Empty weight: 7,860 lbs.
- Towing capacity: Up to 10,000 lbs.

## Fuel

- Unleaded fuel
- Fuel tank capacity: 40 gal.
- Miles per gallon: 10 mpg