

Suite Entry Permission



I / We _____, owner(s), resident(s), tenants of suite / unit number _____ (the "Unit") of (address) _____, confirm that we require the Condominium Corporation to provide access to the unit.

I / We acknowledge that the entry policy has been received and read and hereby authorize the concierge to provide access to: _____

(insert name(s) of individual(s) who are authorized to enter the Unit) upon the presentation of a valid and current piece of photo identification (such as a Provincial or International Driver's License, Passport or such other photo identification as may be requested by the concierge confirming the identity of the individual) and upon obtaining his / her signature. A copy of the identification and signature of the individual shall be kept by Condominium Corporation for emergency and security purposes.

Please be advised however that the province of Ontario does not permit health cards to be used as photo identification and, therefore, our concierge staff have been instructed not to accept health cards for purposes of identification for any purpose whatsoever.

It is the responsibility of the resident unit owner or tenant to ensure that the name of the guest on this waiver form matches precisely the name on the photo identification to be used by the guest upon entry into the building. The unit owner / resident understands and agrees that if the names does not match, entrance may not be permitted.

Date this _____ of _____, 20____, at _____ a.m. / p.m.

Witness

Resident

Print Name

Print Name

Witness

Resident

Print Name

Print Name

Entry

Print Name: _____ Signature: _____

Identification Type and Number: _____

Date this _____ of _____, 20____, at _____ a.m. / p.m.

Suite Entry Policy for Resident Owners, Tenants & Guests



Your safety and security is our number one concern. As a result, the Declarant and Del Property Management Inc. have been working together to develop and implement a policy to coordinate suite access by the concierge/security personnel in the following two situations:

1. Resident Owner or Tenant requires access

Occasionally resident owners or tenants may require access because they have lost their keys or do not have keys with them. The Corporation will allow the concierge/security to grant access to the resident owner or tenant requesting access provided that a Suite/Unit Entry Waiver is completed with the name of the resident owner or tenant named on the Suite/Unit Entry Waiver along with proof of photo identification. This Suite/Unit Entry Waiver must be on file at least 24 hours prior to the request for access.

Since this would require the concierge to leave his/her desk to accompany the resident owner or tenant to their unit, the Corporation must ensure that this policy is not abused. Therefore, the Condominium Corporation has determined that resident owners or tenants would be allowed to utilize this policy up to 4 times per year. After that, and other than in an emergency situation, the concierge/security will not be permitted to allow access and the resident owner or tenant must contact the property management company to make alternate arrangements for access.

2. Access to guests when Resident Owner or Tenant is not home

In certain situations, guests have requested access to units when the resident owner or tenant is not home. We are pleased to advise that resident owners and tenants will now have the option of pre-designating individuals who are authorized to enter their suite when they are not home.

In your absence, the Condominium Corporation will allow entry into your suite to those individuals who are listed on the attached waiver form, once same has been properly completed and submitted to the concierge staff. The concierge will deny entry to those individuals who are not listed on these forms. There will be no exceptions.

Because of the delicate nature of allowing someone into your suite in your absence, the Condominium Corporation must insist that these forms be accurately completed, and that when your guests arrive at the building, they will be asked to produce photo identification. The name on the photo identification must match precisely with the name on the resident owner and tenant's waiver form. If there is any discrepancy, the concierge will have the discretion to refuse entry to your guests. In addition, all forms must be filed at least 24 hours prior to when the intended guest requires access. It will be the responsibility of the resident owner or tenant to ensure that all forms filed with the concierge are current and remain in effect.

In addition, since access will require the concierge to leave his/her desk to accompany the guest to your unit, the Corporation must ensure that this policy is not abused. Therefore, the Condominium Corporation has determined that resident owners or tenants will be allowed to utilize this policy up to 4 times per year. After that, and other than an emergency situation, the concierge/security will not be permitted to allow the guest access and the resident owner or tenant must contact the property management company to make alternate arrangements for access.

If you anticipate that you will have a guest that will be requiring access on a regular basis in your absence (such as cleaning staff), then it is recommended that you purchase an additional FOB and key expressly for them. (There is a Fob Policy of 2 per bedroom suite to prevent over crowding and abuse of fob access to the community.) With some communities there is a maximum restriction of how many fobs can be activated for the system.

In the event that a former resident owner or tenant is no longer permitted access to the unit as a result of a change in personal status, it will be the responsibility of the current resident owner or tenant to accordingly advise the Condominium Corporation of such change to ensure that the former resident owner or tenant is denied access. Without such notice, the concierge will not be responsible for ascertaining or determining whether any such change in personal status has occurred, and accordingly access may be granted.

Should you have any questions regarding the foregoing matters, please do not hesitate to contact the property manager.