

2 Suite Keys
2 Mail Box fr.
2 Access Fob
1 Garage 7161

#718

One Bedford
AT BLOOR

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YOUR CONDOMINIUM GUIDE

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All information is correct at the date of printing of this manual and is subject to change without notice.

CONTACTS AND EMERGENCY NUMBERS

NAME	TELEPHONE	COMPANY/HOURS
In-Suite Deficiencies PDI & 30 Day Forms One Bedford Road (2 nd Floor)	Tel: (416) 966-2223 Fax: (416) 966-3339	Office Hours Monday – Friday 9:00 a.m. to 4:00 p.m. (excluding holidays)
Customer Care Head Office Lanterra Customer Care 3625 Dufferin Street, Suite 230 Toronto, Ontario M3K 1N4	Tel.: (416) 635-7424 Fax : (416) 635-7952 Email: info@lanterracustomerccare.com	Office Hours Monday – Friday 9:00 a.m. to 5:00 p.m. (excluding holidays)
Property Management Whitestone Property Management Sandi Berg Property Manager	Management Office: (416) 925-8794 Concierge: (416) 966-0130 Email: sberg@whitestonepm.com	Office Hours Monday – Friday 8:30 a.m. to 4:30 p.m. (excluding holidays)
EMERGENCY Fire, Medical, Security	911	Police, Fire, Ambulance



POST OFFICE (GENERAL AND RE-DIRECTION OF MAIL)

The nearest Canada Post Office is located approximately .71 km from One Bedford.

Postal Station P
704 SPADINA AVE
TORONTO ON M5S 2J0

Telephone Number: 1-866-607-6301

Hours of Operation:
Monday through Friday
8:00 a.m. to 5:45 p.m.

The nearest Canada Post retail outlet is located approximately .56 km from One Bedford.

The Wicket
55 BLOOR ST W
TORONTO ON M4W 1B0

Telephone Number: 1-866-607-6301

Hours of Operation:
Monday through Friday
8:00 a.m. to 6:00 p.m.
Saturday
11:00 a.m. to 4:00 p.m.

YOUR MAILING ADDRESS IS:

One Bedford Road
Toronto, Ontario
M5S 1T8

PARCEL DELIVERY

The Concierge/Security will be pleased to accept parcels on your behalf provided that a Waiver Form is pre-signed with our office. Waivers can be found under the Forms section. Due to the limited space available for storage, we are able to accept only small parcels. **We are unable to sign for registered mail.**

Perishable items, such as flowers can be accepted if pre-arranged, or if the Concierge/Security is able to ascertain that the Resident will come the same day for the flowers. Food items will not be accepted. Parcels may be picked up from the Concierge desk 7 days per week 24 hours per day.

ACCESS TO THE BUILDING FOR RESIDENTS

Access to the Main Lobby and Common Areas

The FOB access system allows Residents entry into all the secure areas of the building. The FOB reader is conveniently mounted within close proximity to the secured door, and the door will automatically unlock when an activated access card is placed near the reader. These FOBS are uniquely coded and maintain a history of entry into the building, as well as point of entry.

Two (2) access FOBS are issued to each new suite owner. Lost, damaged or stolen FOBS are simply removed from the database and de-activated. No extra FOBS will be issued to non-residents (ie. maid service, dog-walkers, invited guests, etc). Access FOBS will only be sold to bona-fide owners. Tenants must contact their landlord/unit owner should they require additional access FOBS.

Residents may gain entry to the Main Lobby and Common Areas of the building by using the access FOB or being admitted by the Concierge personnel.



ACCESS TO THE BUILDING FOR VISITORS

Enterphone System and Concierge/Security

The enterphone system allows for entry at the Main Lobby entrance in addition to the Resident/Visitors Entrance near the Garage ramp. This system is efficient in allowing visitors quick and easy entrance to your home. Visitors scroll to the Resident's name, enter the code number and speak to the Resident directly on the telephone, which has been connected directly to the enterphone system.

Visitors may also gain access to the Main Lobby by pressing the intercom button and speaking with Concierge personnel. The Concierge personnel will electronically permit the lobby door to open to allow Visitors entry to the Lobby. The resident will then be called by the Concierge personnel for permission to allow Visitors to proceed to the residential floor.

Residents are advised that should the telephone be in use while the Visitors or the Concierge personnel are attempting to reach you, and you do not have a call-waiting signal, your Visitors may be required to wait to gain entry until you hang up the telephone. Accordingly, you may wish to obtain a call-waiting system on your telephone or advise Concierge personnel the names of expected Visitors. To let a visitor into the building who has called you from the enterphone system, simply press 9 on your telephone keypad. This will unlatch the main lobby door and provide your visitor access into the building.

ACCESS TO PARKING

The Residential parking for One Bedford is located on levels P1, P2, P3 and P4.

An owner who has purchased parking space in the Residential Condominium parking garage is issued a garage remote (one per parking space). Access to the parking garage is gained by using this remote. If the remote is lost, stolen or damaged, it should be reported immediately to the Property Manager and it will be de-activated from the system. A replacement card may be purchased through the Property Management Office. Additional remotes must be requested in writing.

Due to the limited Visitor Parking spaces – 19 in total - located on the P1 Level, we would like to remind all residents that these spaces are designated for Guests and Visitors ONLY. Resident vehicles must park in their designated spaces and are not to use this area for their parking at anytime

PARKING INFORMATION FOR RESIDENTS

- Please ensure that the Management Office has your current license plate number.
- Parking Permit "Hanging" Tag must be displayed at all times.
- When entering or leaving the premises, please drive at a speed of no more than 10 kph and adhere to all posted signs.
- Residents must use their own parking spots and park within their parking boundaries.
- Vehicles parked in unauthorized areas will be ticketed and/or towed at the vehicle owner's sole risk, responsibility and expense.
- The Declarant, Condominium Corporation, property management and/or its agents, employees or assigns will not be responsible for any loss, damage, theft to vehicles or vehicle contents howsoever caused.
- No unplatd vehicles or vehicles with expired permits are allowed in the parking garage.
- Parking tickets will not be paid or cancelled by the Declarant or Condominium Corporation.



AT BLOOR

- Please keep in mind that for legal reasons, it is the homeowner's responsibility to remove an unauthorized vehicle that is in your designated parking spot.
- Repairs, washing, oil changes and storage of non-functioning vehicles or any other items are not allowed in the parking areas.
- Parking spaces are for motor vehicles only. Storage is not permitted in the parking spaces including windshield washer fluid, snow tires, etc.
- Items left in the parking spaces may be discarded.
- If spills of any kind occur, please clean with soap and water or throw an absorbent material on the spot to soak up the spill and later clean the area.
- Leaks left for any period of time will result in damage to the garage surface. It will be the financial responsibility of the parking space owner to repair the surface to its original condition. A few minutes of your time could avoid this unnecessary expense.

STORAGE/BICYCLE LOCKERS

Residents who have purchased a locker are provided with a separate key that provides access to the specific locker room that contains their locker storage unit. Please ensure that all articles stored in lockers are kept within the space purchased and not in the area above or around the enclosure. Items within the locker room should be kept elevated from the floor, and placed under a plastic cover, as neither the Declarant nor the Condominium Corporation is responsible for damaged items as a result of water leakage. Please note comments under the Insurance Section. **Do not store gasoline, propane tanks or any other combustible material in the locker cage.** Bike Storage Lockers will be available for residents at a nominal annual fee and please be reminded that bicycles are not permitted in the common areas (ie. lobby, elevators, balcony, etc). See Property Management for more information regarding Bike Storage Lockers.

MOVING AND DELIVERY

The main driveway and loading area, for moving or deliveries, is accessed from Bedford Road. If you are moving in or are expecting a delivery of furniture that requires access to the loading area and use of the service elevator, please notify property management for your booking. You will need to complete an Elevator Reservation Agreement and post a \$300.00 moving deposit. The Elevator Reservation Agreement can be found on this CD in the section called Essential Forms.

When your move has been completed, please break down all cardboard and dispose of it in the garbage room located on the ground floor near the garage ramp. Please do not deposit cardboard down the garbage chute as it will block the chute and create an unnecessary operating expense. Please do not leave furniture (i.e. mattresses, couches, chairs) in the garbage room, as the waste disposal company will not pick these items up. Please make arrangements with a charity or an outside waste disposal company for removal of these items. Failure to follow these instructions may result in forfeiting the \$300.00 moving deposit or portion thereof at the sole discretion of the property manager.

UTILITIES

Cable Service

Your suite is pre-wired for television programming and it is your responsibility to arrange for commencement of services.

Telephone and Internet Service

Your suite is pre-wired for telephone service installation and Internet and it is your responsibility to arrange for commencement of telephone and Internet services. The demarcation plates are located in the ceiling access panel located in your front closet and include a 120-volt power outlet.

COMPANY	PRODUCT	CONTACT
Bell Canada	<ul style="list-style-type: none"> • Telephone • High Speed Internet • Television 	1-866-751-3580 www.bell.ca
Rogers	<ul style="list-style-type: none"> • Telephone • High Speed Internet • Television 	(416) 448-7333 www.shoprogers.com

*Remember, Bell Canada charges for moving a residential telephone service. If any additional jack work is required, there may be an additional charge. Bell advises that you contact them several weeks in advance of your move to establish a preferred date of telephone installation. High-speed Internet access may take several days to process.

Hydro, Water and Gas

Your suite is individually metered for electricity. Upon receipt of a monthly invoice, the Homeowner (and/or Resident) submits payment for Hydro for the individual suite usage. The Condominium Corporation pays for electricity usage in the common areas and water and gas usage in the suites and common areas. The Condominium Corporation will be billed on a bulk basis for the usage of these utilities. The hydro, water and gas expenses, less the amount paid for the in-suite electricity, form a portion of the monthly common expenses of the Condominium Corporation paid by each suite owner – which is administered by a third-party company, Carma Billing Services. Your personal consumption of electricity will be billed directly to you by this firm. For further information or to set up an account please call Carma Billing Services at (888) 298-3336 Monday to Friday, 8:30 a.m. to 4:30 pm. excluding statutory holidays. Billing enrollment forms for Carma can be found on this CD.

Tips to Save Energy Around Your Home

- Use bathroom and kitchen exhaust fans to quickly remove excess moisture. Fans keep air moving, making you feel cooler.
- Turn lights off when not needed.
- Use a toaster oven or microwave oven whenever possible. Both use less energy than a conventional oven.
- Redirect air that is being blocked by furniture for maximum efficiency.
- Lower your thermostat to 20C (68F) for heat or raise a few degrees when cooling.

INSURANCE

Building Insurance

The condominium corporation's insurance covers full replacement value of the basic units and their original builder applied finishes, as well as coverage on the common elements. In addition, the corporation carries liability insurance as well as other insurance as necessary.



AT BLOOR

Please note that improvements and betterments, or personal property of the resident, in the suite and locker are excluded from the condominium corporation's policy. Improvements and betterments are upgraded items such as carpet, flooring, and cabinets in a suite that were purchased by the homeowner at an additional cost.

Homeowner Insurance

All owners should obtain insurance coverage for: liability, personal contents of suite and locker, improvements and betterments, Corporation's Insurance deductible. The individual homeowner is responsible for the Corporation's Insurance Policy deductible if damage is a result of an act or omission on the part of the owner/resident, family, guests, or owner service personnel, and other coverage as required.

Tenant Insurance

If a suite is being rented, the unit owner requires insurance coverage as noted above. The tenant is responsible to purchase a specific tenant insurance package.

For Homeowner Insurance and Tenant Insurance, if applicable, please speak to your insurance broker to obtain detailed information in regard to specific coverage pertaining to Condominium Residents and ensure that the policy adequately meets all insurance needs.

SECURITY

In-Suite Security System

Each suite is equipped with an in-suite security system, which allows each resident to arm or disarm the suite entry door and to choose his/her own code. When the panel goes into alarm, the resident is alerted and at the same time the alarm will cause an alert on the computer screen at the Concierge desk in the Lobby. Instructions on how to set-up the alarm panel can be found on the screen display options. The Property Manager can be contacted to obtain further information.

Panic System

There are Panic Stations located throughout the parking garage to summon help. Fixed Panic Stations are located on all parking levels and they activate a siren and strobe light in that area when pulled. The system alerts the Concierge personnel in the main lobby.

Intercom System

There are intercom stations located throughout the parking garage levels and strategic entry points. Pressing the intercom button allows for immediate communication with the Concierge located in the main lobby.

Cameras

A closed circuit television system (CCTV) is **installed in strategic locations** throughout the building. All of the cameras are wired to the Concierge desk in the main lobby to enable monitoring and taping of these strategic locations. All of the cameras record 24 hours per day, 7 days a week.

Soliciting

Solicitation on the property is strictly prohibited. If a flyer is received at your door or you witness someone distributing flyers, please notify Concierge personnel immediately.

No sign, advertisement, or notice is permitted on any part of the common areas including the outside of the building. A notice board will be available for Residents' use.

Elections

Candidates for election at the municipal, provincial, and federal government levels are allowed to enter the building to canvas, either in person or by an agent representing the candidate and are permitted to leave campaign literature at each suite door.

ALTERATIONS TO YOUR SUITE

Please note that during the Interim Occupancy Period, there may be no alterations, additions or improvements to your suite without the prior written consent of the Declarant.

After the registration of the Condominium Corporation and the election of the Board of Directors at the Turnover meeting, the Board of Directors must approve any changes beyond the ownership boundaries of your suite, such as changing the carpeting to hardwood floors or other modifications. An **ALTERATIONS-ADDITIONS and IMPROVEMENTS AGREEMENT** must be completed by the suite owner **prior to commencing any work** and the AGREEMENT must be approved by the Declarant or elected Board of Directors.

Please note that the Corporation's or Declarant's Solicitor may need to be involved with your Alteration, Addition and Improvement and there may be legal fees incurred in order to register the Alteration, Additions and Improvements Agreement against the title to the unit. Legal fees include costs associated to preparation time, registration fee, solicitor fee, and applicable tax. All costs would be the responsibility of the unit owner.

SUITE KEYS AND MAILBOX KEYS

All suite keys are on one master key system, which allows Property Management to gain immediate access in case of an emergency, such as fire or flood. We request that you use a company approved by the corporation if in need of a locksmith, in order to preserve the master system for all the suites in the building.

Suite keys are not to be re-keyed without prior consent from Property Management. In the event you or your tenant re-key the lock, only the authorized locksmith for the building can complete this work. This is to ensure a uniform security system in the building for all suites, in addition to addressing any emergencies. Management does not retain a copy of your mailbox keys. Loss of both keys will result in the necessity to replace the mailbox lock and there is a cost involved for the suite owner.

BARBECUES

Due to fire and safety reasons propane, gas and charcoal barbecues are not allowed on the premises.

FIRE SAFETY - INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

IF YOU DISCOVER FIRE:

1. Leave the fire area.
2. Close all doors behind you.
3. Activate the Fire Alarm by using a pull station(s).
4. Use exit stairwells and leave the building immediately.
5. Telephone the City of Toronto Fire Services from a safe place by dialing 911. Never assume that this has been done. Know the correct address and location of the fire in the building.
6. **DO NOT USE ELEVATORS.**
7. **DO NOT RETURN** until it is declared safe to do so by a Fire Department Official.

IF YOU HEAR THE FIRE ALARM

1. Before opening the door, feel the knob for heat. If it is not hot, brace yourself against the door and open it slightly. If you feel pressure or a hot draft, close the door quickly.
2. If you find no fire or smoke in the corridor, close door behind you and leave by the nearest exit.
3. **DO NOT USE ELEVATORS.**
4. If you encounter smoke in the corridor or stairwell, consider taking an alternative exit where it may be clear, or return to your suite.
5. Listen for instructions or information that may be given by authorized personnel the voice communication system. If readily available.
6. If instructions indicate or situation warrants that an evacuation is necessary, close door behind you and leave by the nearest exit. If you encounter smoke in the corridor or, stairwell, consider taking an alternate exit or return to your suite.

ONCE INSIDE THE STAIRWAY

1. If you encounter smoke on your way down the stairs do not continue.
2. Leave the stairway onto the closest available floor areas and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.
3. If you cannot use any stairway to exit the building, return to your suite if possible] or enter an available floor area and bang on suite doors until you are able to take shelter.
4. Never go to the roof, smoke rises. Doors to the roof are locked and you could become trapped.
5. Remember, stay low to ground if you are in a smoke filled environment. The air is cleaner near floor level.

If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite, and if you choose you may silence your alarm speaker by depressing the silence button. If a voice announcement is made during the alarm, then the silencing feature is cancelled.

1. Close the door.
2. Unlock door for possible entry of fire fighters.
3. Dial 911 and tell the City of Toronto Fire Services where you are, then signal to fire fighters by waving a sheet from a window.
4. Seal all cracks where smoke may get in by using wet towels or sheets or masking tape.
5. Crouch low to the floor if smoke comes into the room.
6. Move to the most protected room and partially open a window for air (close window if smoke comes in).
7. Wait to be rescued. Remain calm. Do not jump.
8. Listen for instructions or information, which may be given by authorized personnel over voice communication system.

OPERATION OF THE IN-SUITE SILENCE SWITCH

THE USE OF THE IN-SUITE SILENCE SWITCH IS VOLUNTARY. IF YOU PLAN TO STAY IN YOUR SUITE, REVIEW THE STAY OR GO POLICY. PROTECT YOURSELF FROM SMOKE.

Procedure:

1. To silence speakers, depress the silence switch and hold for 3 to 5 seconds until signals are silenced.
2. When the in-suite silence switch is activated, it will silence the connected speaker(s) within your suite for approximately 10 minutes before resounding.
3. If the building's fire alarm system is still active, the silenced speaker will resound when the timer (10 minutes) expires. The speaker may be re-silenced in the same manner as described above.
4. The speaker must sound for 10 seconds before it can be silenced.

Note:

- I. The alarm system signal within your suite will reactivate if there is a status change with the building's fire alarm system or a voice announcement is made.
- II. The in-suite silence switch does not silence the in-suite smoke alarm.

FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

Only after ensuring that the alarm has been raised and the Fire Department notified, should an experienced person familiar with extinguisher operation attempt to extinguish a small fire. This must be a voluntary act. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

EMERGENCY PROCEDURES

The actions to be taken by occupants in emergency situations are posted on each floor at: Pull Stations/elevator lobby, or exit locations.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

**LEAVE FIRE AREA IMMEDIATELY
AND CLOSE DOORS.
SOUND FIRE ALARM**

**CALL FIRE DEPARMENT
DIAL 9 1 1**

LEAVE BUILDING VIA NEARST EXIT.

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

**LEAVE BUILDING VIA NEAREST EXIT.
CLOSE DOOR BEHIND YOU.**

CAUTION

**IF SMOKE IS HEAVY IN THE CORRIDOR, IT
MAY BE SAFER TO STAY IN YOUR AREA,
CLOSE DOOR AND PLACE WET TOWEL AT
BASE OF DOOR.**

**IF YOU ENCOUNTER SMOKE IN STAIRWAY,
USE ALTERNATE EXIT.**

REMAIN CALM

CONTROL OF FIRE HAZARDS IN THE BUILDING

A. COMBUSTIBLE MATERIALS

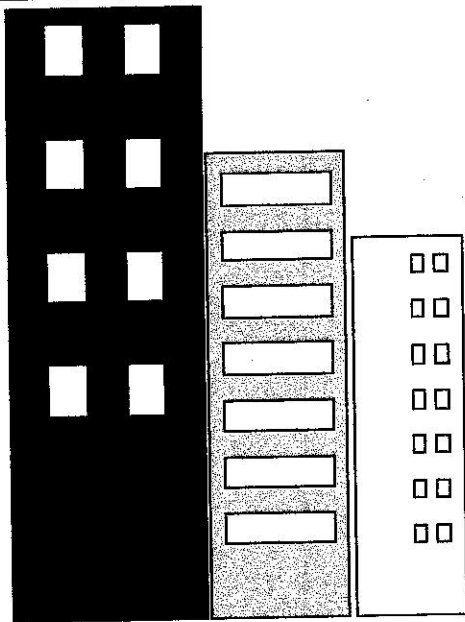
A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. For example:

1. Combustible waste materials in buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard, such as elevator shafts, ventilation shafts, stairwells, or any other means of egress.
2. Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.
3. Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.
4. Lint traps in laundry equipment shall be cleaned to prevent excessive accumulation of lint.
5. All ashes shall be stored in proper safety containers and combustible materials shall not be stored with ashes in the same container.
6. Flammable liquids shall not be used for cleaning purposes.
7. Combustible materials shall not be stored on a roof or adjacent to any building so as create a fire hazard to the building or its occupants.

B. FIRE HAZARDS

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

1. **Do Not** put burning material such as cigarettes and ashes into garbage chutes.
2. **Do Not** dispose of flammable liquids or aerosol cans in these chutes.
3. Never force cartons coat hangers, plants, blankets, cardboard or bundles of paper into chute because it may become blocked.
4. Avoid unsafe cooking practices, (deep fat frying, too much heat from unattended stoves, loose hanging clothing).
5. **Do Not** Use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
6. To avoid careless smoking, use ashtrays. Never smoke in bed. Do not throw cigarettes from your balcony.



Fire In Your Residential Building

To Go??

or

To Stay??

Your safety depends on the right decision.

Your fire safety is **your** responsibility! If you live in an apartment or condominium, your safety also depends on the actions of the building management and other residents. Every fire is potentially dangerous and unpredictable, so do not underestimate the risk to your life. Fire and smoke move very quickly, and the conditions in any part of the building may change in an instant. Smoke can spread throughout a building and enter your suite even when the fire is many floors away. During an emergency, you will not have much time to decide what to do. Make sure you know what to do ahead of time.

1

Some information I have read tells me to evacuate immediately in case of fire. Other information says that I will be safer if I stay in my suite.

Which is correct?

To go or to stay ... the decision is yours. Each option involves a major commitment on your part. Your choice will depend on the circumstances at the time of the emergency. You should understand the consequences of this important decision. **Most of the time, the best thing to do in a fire is leave the building as soon as possible. If you let this opportunity pass, you must be prepared to protect yourself from smoke and other effects of fire until you are rescued or told by the fire department that it is safe to leave.** This may take a long time and the conditions in the building may deteriorate. Do not try to leave your suite a long time after the fire alarm has sounded. The longer you wait to evacuate, the more risk there is that heavy smoke and heat will have spread into the stairways and corridors. Your chances of survival are significantly reduced. The following information will help you to make the right decision and to develop a personal fire emergency response plan ahead of time.



When should I go?

Evacuation is appropriate under any of the following conditions:

A: As soon as possible when you hear the fire alarm or discover a fire. The earlier you leave, the better are your chances of getting out safely no matter where you are located in relation to the fire area. It is extremely rare for stairways and corridors to be contaminated by smoke in the early stages of a fire. Proceed as quickly as possible to the outside.

B: When the fire is in your suite. You are in immediate danger and should ensure that everyone who is in your suite leaves with you. If you have physical limitations, plan ahead to ensure that you can get the assistance you need to evacuate quickly. Close the suite door behind you. Activate the fire alarm system and warn other residents located on your floor as you exit the building. Call the fire department when it is safe to do so.

C: When the fire is on your floor or the floor below you. You are at high risk and should evacuate as quickly as possible if you have reason to believe that the fire is on your floor or on the floor immediately below you. Activate the fire alarm system (if the bells are not yet ringing) and warn other residents located on your floor as you exit the building.

When should I stay in the suite?

Remaining in the suite is appropriate under any of the following conditions:

A: If you encounter smoke in the corridor on your floor. This may be an indication that the fire is in an advanced stage or is located on your floor. If you cannot safely reach an exit stairway, return to your suite as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

B: If you encounter smoke in the exit stairs. The fire may have breached the stairway enclosure. Do not travel through smoke. Do not go to the roof. Re-enter the floor area immediately. If the corridor is free of smoke, try an alternate exit stairway. Otherwise, seek refuge in a suite on that floor as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

C: If instructed to remain in the suite by fire department personnel handling the fire emergency. Attempting to evacuate at this stage may expose you to smoke unnecessarily and may impede fire fighting operations. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

D: If you are physically unable to use the stairs. Take actions to protect yourself from smoke. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Call the fire emergency number and provide details of your situation.

2

What else can I do to prepare myself before a fire emergency occurs?

Become familiar with the fire safety features provided in your building. For example, the effects of fire will be significantly reduced in a fully sprinklered building. This is an important consideration if you are unable to use stairs to evacuate the building during a fire emergency (e.g. physical disabilities, medical condition, etc.) or where the fire department has limited capacity to carry out rescue. Learn the location of the exit stairways and practice using them. Know which floors you can use to cross from one stairway to another. Familiarize yourself with the fire alarm signal.

Identify the location of fire alarm manual pull stations and read the instructions about how to operate them. If your building has a voice communication system, learn how it will be used by supervisory staff during an emergency. Get a copy of the fire emergency procedures from your building management and read them carefully. They may also be able to provide you with other important information. Keep this material in a prominent place and review it periodically. Contact your fire department for more information or to request a fire safety presentation for all residents.

3 How can I identify the location of a fire when I hear the fire alarm?

In some buildings, the fire alarm system may have different tones (evacuation and alert signals) which will assist you to identify when immediate evacuation is required for your floor. If the building is equipped with a voice communication system, supervisory staff may be appointed to provide information on the location of the fire to the building occupants. Find out if these features apply to your building by becoming familiar with the building fire safety plan and emergency procedures as discussed in item No. 2 above.

4 What actions can I take to protect myself from smoke entering the suite during a fire?

The following steps can be taken to protect yourself from smoke entering the suite during a fire emergency:

- Use duct tape (masking tape may also be effective) to seal cracks around the door to your suite and place wet towels at the bottom. Seal vents, air ducts and other areas where smoke is entering the suite in the same manner.
- If smoke is worse in one room (e.g. bathroom), close the door and seal off the room with tape and wet towels as noted above.
- If the suite fills with smoke, move to the balcony (if you have one) and close the doors behind you. Take a cordless or cellular phone with you if available. Call the fire emergency number and provide details of your situation. Also, take warm clothes or blankets if the weather is cold.
- If you do not have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. Open the window for fresh air but be prepared to close it again if this makes the conditions worse. Never break the window to get fresh air or you will not be able to seal it off if conditions change.
- Keep low to the floor where the air is cleaner.

Make sure that you have a roll of duct tape readily available. Duct tape can be purchased in most hardware stores.

5 I have read that most people die trying to evacuate during a fire. Is this true?

Experience shows that people who evacuate in the early stages of a fire can safely reach the outside. Most people die because they attempt to leave the building through smoke-filled corridors and stairs in the advanced stages of a fire. Although the conditions are different for each fire, this could occur as early as 10 minutes after the start of the fire. If you made the decision to stay in the suite during the fire emergency, do not change your mind and attempt to evacuate later. Please refer to item No. 1 for details of when evacuation is and is not appropriate.

If you encounter smoke during evacuation, look for an alternate route that is clear of smoke, return to your suite or seek refuge with other occupants on the nearest floor. Do not use the elevator for evacuation (except under direction of the fire department) and never go to the roof since it is not designed as an exit.

6 What else should I know?

Many people are reluctant to evacuate unless they are certain that there is a real fire. This problem is made worse by nuisance alarms. Remember, a real fire grows for every minute that you delay and you may lose the only opportunity to evacuate safely. For this reason, all occupants who are able should begin evacuation procedures immediately upon hearing the alarm. If you made an initial decision to stay in your suite when a fire emergency occurs, do not attempt to evacuate in the advanced stages of the fire. You cannot outrun the effects of fire and smoke and will be placing yourself in extreme danger. Each suite is designed as a fire compartment and will afford you a degree of protection during the fire emergency. However, smoke spread into your suite is very likely so be prepared to protect yourself from smoke for the duration of the emergency. This may be a long time.

7 Where can I get more information?

Your building management or local fire department can provide copies of the following materials:

- Fire In Your Apartment Building (pamphlet)
- Plan Ahead - Fire Safety In Apartment Buildings (pamphlet)
- If You Hear The Fire Alarm And Cannot Leave Your Apartment (door sticker)

You can also download this material from the Office of the Fire Marshal's web site: <http://www.ofm.gov.on.ca>. The pamphlets are located under Public Fire Safety Information.

FIRE ALARM SYSTEM

Smoke and Carbon Monoxide Detector

Each suite is equipped with a combination smoke and carbon monoxide detector. The smoke device is activated when, for example, toast is burnt. The carbon monoxide device is activated, when for example; a gas fireplace is faulty and is emitting potential lethal carbon monoxide into the air in the suite. These alarms will only be heard within your suite and can be de-activated by clearing the air around the detector. The smoke detector does not require a battery, as it is hardwired to the breaker panel. The smoke detector MUST NEVER be disconnected. In Ontario, it is the law that each Homeowner ensures that they have the appropriate smoke alarms in their homes. Homeowners who violate to have working smoke detectors face stiff fines ranging from \$235.00 to \$50,000.00 and up to a year in jail.

Heat Detector

Each suite is equipped with a heat detector. This safety feature detects intense heat conditions and will activate the fire alarm in the building. DO NOT PRESS ANY PORTION of the heat detector OR PAINT OVER THE DEVICE as this will activate the fire alarm in the building and the fire department will be dispatched. Toronto Fire Services charges \$1000.00 per truck that is dispatched to a building in order to investigate activated alarms.



If the Corporation or property management are able to determine that a resident tampered with their heat detector that ultimately activates a false fire alarm, that unit owner will be responsible for all costs associated.

Speaker

Each suite is equipped with a speaker to enable suite occupants to hear the building's fire alarm and subsequent announcements by the Fire Department personnel or by authorized staff.

EMERGENCY GENERATOR

The building is provided with emergency stand-by power in the event of an electrical power loss. During an emergency, emergency lighting, fire alarm and detection systems, sprinkler, fire pumps, stair and elevator pressurization systems go into effect. The building air handling system automatically shuts down when a fire alarm signal sounds.

ELEVATORS

If a fire alarm is activated, the building elevators will come automatically to the lobby. Elevators will automatically stop on the floor above that floor where the fire alarm is activated. There are three (3) elevators. One elevator will remain operational for use by the fire department in the event of an emergency.

GARBAGE & RECYCLING

The garbage/recycling room for the Condominium is located on the ground floor adjacent to the garage entrance ramp. Residents are asked to flatten all cardboard boxes and take them down directly down to the recycling room and dispose of them into the correct bins. Cardboard should NEVER be deposited down the garbage chute, as it will block the chute. This will result in unnecessary common element expenses. In addition, any large garbage bags should be taken directly to the garbage/recycling room for disposal. Please be advised that if you or your tenant deposits an oversized item down the garbage chute and it becomes blocked the unit owner will be charged for the associated service call to unclog the chute.

Please note that the Superintendent is available to assist with the removal of large stacks of flattened cardboard boxes, especially during the hectic, initial move-ins to your new home. Please contact the Concierge desk and we will be pleased to arrange for the Superintendent's assistance.

Please do not leave furniture (i.e. mattresses, couches, chairs) in the garbage room, as the waste disposal company will not pick these items up. Please make arrangements with a charity or an outside waste disposal company for removal of these items. You will be charged a disposal fee if you leave an article(s) in the garbage room without written authorization from the property management office.

Garbage Chute Room - Bi-Sorter

In interest of reducing the amount of waste that is transferred to land fill sites, every resident is encourage to recycle. To assist with your recycling efforts, the building is equipped with an automated chute collection system (Bi-sorter). The bi-sorter consists of a compactor for household and organic garbage and 1 container for recycling.



What can you recycle?

Please rinse all containers to remove residue.

Cardboard cans such as refrigerated dough, frozen juice, chip, powdered drink mix and powdered cleanser containers. Put loose metal end inside cardboard can and pinch closed. Discard plastic pull-off strip and/or peel-off seal.

Plastic food jars, tubs and lids such as margarine, yogurt, ice cream, cottage cheese and sour cream containers.

Plastic bottles and jugs with lids securely fastened.

Milk and juice cartons

Empty paint cans and lids. Lids must be separated from the can.

Empty aerosol cans. Remove and discard lids.

Metal cans. Put lid inside can and pinch closed.

Glass bottles and jars. Remove and discard lids.

Aluminum rigid trays and pie plates.

Drink boxes. Remove and discard straws.

Household paper. Includes junk mail, writing paper, computer paper, flyers and envelopes.

Paper gift wrap and cards. Remove ribbons and bows.

Paper egg cartons, rolls and bags.

Corrugated cardboard and boxboard boxes such as cereal, tissue and detergent boxes. Remove liners, plastic windows and flatten boxes. **DO NOT DEPOSIT CARDBOARD BOXES DOWN THE GARBAGE CHUTE AS THEY WILL GET STUCK AND RESULT IN AN UNNECESSARY OPERATING EXPENSE.** Please bring down all cardboard boxes to the garbage room and deposit them in the appropriate container.

Newspapers and telephone directories.



DO NOT RECYCLE:

Plastic: toys, make-up jars, caulking tubes, clear egg cartons, fruit and vegetable containers, food storage containers, drinking cups and take-out food containers, molded bakery item trays, pails with metal handles, motor oil jugs, bags, plant trays and flower pots, foam cups, dishes and egg cartons (polystyrene or Styrofoam).

Glass: drinking glasses, dishes, cups, crystal, window glass, light bulbs, mirrors, pottery, pots and pans, make-up jars.

Metal: coat hangers, pots and batteries.

Aluminum: foil wrap and bags (i.e. potato chip bags).

Fibres: tissues, waxed paper, foil gift wrap, waxed cardboard.



VACATIONS AND OTHER ABSENCES

Please notify the Management Office if you intend to leave for extended periods of time and include names of people authorized to enter your home, as well as a contact person who can be reached in case of an emergency. Place newspapers and/or deliveries to your suite on hold, and make arrangements with the Post Office to hold your mail. During absences of short duration, a neighbour may be asked to take in the newspaper. Please note that Management does not have a copy of your mailbox key and the Concierge personnel cannot hold mail.

TABLE OF MAINTENANCE / REPAIR / RESPONSIBILITY

1. This chart and the titles and headings used herein are not intended to describe or encompass all maintenance functions nor to delineate all respective responsibilities between the dwelling unit owners (singly or severally), and the Corporation. The placement of responsibility under any specific column does not always accurately reflect the precise character and nature and ownership. Notwithstanding any of the above, in all instances, the appropriate sections of the Declaration should be referred to, in order to determine both responsibilities and ownership.
2. The items listed are illustrative and not exhaustive.
3. Responsibility for determining and providing for the maintenance, repair and replacement requirements for the common elements and determining the costs thereof shall be primarily the responsibility of the Corporation and such designees to which it may delegate certain such responsibilities.
4. Responsibility for determining the maintenance, repair and replacement requirements of the exclusive use common elements shall be a shared responsibility between the Corporation and the owner of a dwelling unit to which a specific exclusive use common element is exclusively appurtenant, provided however, that the Corporation shall have the final responsibility for determining the need for and accomplishing such maintenance, repair and replacement activities.
5. Where there is a conflict between this manual and the Condominium documentation, the provisions of the Condominium documentation shall prevail.

HOMEOWNERS/TENANTS ARE OBLIGATED TO KNOW THE LOCATION OF THE SUITE CENTRAL WATER SHUT OFF VALVES AND KNOW HOW TO TURN OFF WATER IN THE SUITE IN CASE OF EMERGENCY. (MOST SHUT OFF VALVES ARE LOCATED UNDER THE KITCHEN AND BATHROOM SINKS.)

<u>ITEM</u>	<u>MAINTENANCE/REPAIR</u>	<u>RESPONSIBLE ENTITY</u>
1. Plumbing and related systems and components thereof.	All maintenance, repair and replacement of all or any portion of system exclusively serving subject dwelling unit situated within the dwelling unit (but excluding suite shutoff valves)	Unit Owner's responsibility.
2. Plumbing and related systems and components thereof.	All maintenance, repair and replacement of all or any portion of system serving more than one dwelling unit and/or common elements, or situated outside the dwelling unit boundaries and suit shut off valves.	The Corporation's responsibility except as indicated above.
3. Electrical and Related Systems and Components thereof.	All maintenance, repair and replacement of all or any portion exclusively service subject dwelling unit situated within the dwelling unit but excluding individual suite panel disconnect.	Unit Owner's responsibility.

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4.	Electrical and Related Systems and Components thereof.	All maintenance, repair and replacement of all or any portion of system serving more than one dwelling unit and/or the common elements or situated outside the dwelling unit boundaries and individual suite panel disconnect.	The Corporation's responsibility.
5.	Heating/Cooling and Related Systems and Components thereof.	All maintenance, repair and replacement of all or any portion of system exclusively serving the dwelling unit.	Unit Owner's responsibility.
		Heat Pump units, including filters, situated within the dwelling unit exclusively.	The Corporation's responsibility.
6.	Heating/Cooling and Related Systems and Components thereof.	All maintenance, repair and replacement of all or any portion of system serving more than one dwelling unit and/or the common elements or situated outside the dwelling unit boundaries.	The Corporation's responsibility.
7.	Exterior Building Roof, Vertical Walls, Foundations, Common Areas and Corridors.	All responsibilities.	The Corporation's responsibility.
8.	Windows.	Cleaning of the interior surfaces of all windows serving the dwelling units and the cleaning of all exterior surfaces accessible by patio, terrace or balcony (including railing) plus breakage of any windows through dwelling unit owner's/tenant's negligence.	Unit Owner's responsibility.
9.	Windows.	All exterior surfaces (except those accessible by patio, terrace or balcony) and all other common element area windows.	The Corporation's responsibility.
10.	All Entry Doors and Door Frames to Dwelling Units.	All repairs except those due to dwelling unit owner's/tenant's negligence.	The Corporation's responsibility.
		Maintenance of exterior.	
		Maintenance of interior surfaces.	Unit Owner's responsibility.
11.	Doors Situated Within Dwelling Units, Including All Interior Surfaces, Locks, Frames, Hinges And Hardware On Doors.	All responsibilities.	Unit Owner's responsibility.

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12.	Refuse Collection System Responsibility.	All responsibilities from point of drop off.	The Corporation's responsibility.
13.	Parking Garage and Units.	Sweeping, maintenance, repair.	The Corporation's responsibility.
14.	Dwelling Unit Appliances.	All responsibilities.	Unit Owner's responsibility.
15.	Locker Rooms.	Locker room: maintenance and repair of exterior walls, corridors etc., maintenance of heating and ventilation.	The Corporation's responsibility.
16.	Patios/Terraces.	Concrete pavers and dividers.	Unit Owner's responsibility.
17.	Patios/Terraces.	All waterproofing/ weatherproofing materials beneath the concrete pavers..	The Corporation's responsibility.
18.	Patios/Terraces.	Maintenance – cleaning, sweeping.	Unit Owner's responsibility.



ELEVATOR RESERVATION REQUEST & CONFIRMATION FORM

(terms and conditions)

- No Moves/Deliveries on Statutory Holidays (no exceptions)
- Elevator Damage Deposit (to be returned) \$300 (make cheque payable to One Bedford) - **WAIVED FOR INITIAL OCCUPANCIES**
- Delivery constitutes anything larger than what can be carried by one individual
- Elevator booking period is a maximum of three (3) hours
- Elevators are reserved on a first-come, first-serve basis
- This Elevator Request and any Resident Registration forms must be returned and fully completed in advance prior to any elevator booking/confirmation/move-in.
- Upon arrival and completion, please contact the loading dock concierge/security desk who will then place the elevator on service or return to normal operation.
- FIRE ROUTES and/or ACCESS AREAS must be clear of all vehicles and moving trucks.
- This building has an active recycling program. All cardboard boxes must be broken down and placed into the bin marked cardboard only. No furniture (including mattresses) or oversized garbage may be left in the garbage room or on the premises and a fine of \$200.00 may be levied against violators and/or unit owner common expenses.
- **PLEASE BE ADVISED THAT YOU ARE RESPONSIBLE FOR ANY AND ALL DAMAGE CAUSED DURING YOUR MOVE INCLUDING COSTS ASSOCIATED TO GARBAGE NOT PROPERLY DISPOSED OF. THESE COSTS WILL BE DEDUCTED FROM YOUR DAMAGE DEPOSIT AND/OR ADDED TO THE UNIT OWNERS COMMON EXPENCES AND COLLECTED ACCORDINGLY (where applicable).**
- Please do not prop the suite/balcony doors open during your move as this will create a vacuum within the building and may cause the elevator to go out of service.
- Should the service elevator become non-operational due to technical difficulties (before, during or after your move), another elevator **WILL NOT** be placed into service. The Declarant, Property Management Office, Corporation, Board of Directors and their employees **WILL NOT** be responsible for any delays or additional expense(s) whatsoever incurred with your potential inability to move into or out of One Bedford Road.

RESIDENT NAME: (PLEASE PRINT CLEARLY)		<input type="checkbox"/> OWNER <input type="checkbox"/> TENANT
SUITE NUMBER:	TELEPHONE NUMBER:	
IF YOU ARE A TENANT, YOU MUST PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE OWNER		
DATE OF MOVE: (SUBJECT TO AVAILABILITY)		TIME OF MOVE: (SUBJECT TO AVAILABILITY)
TYPE OF MOVE: <input type="checkbox"/> MOVE IN <input type="checkbox"/> MOVE OUT		FORWARDING ADDRESS/TELEPHONE No.:
DELIVERY <input type="checkbox"/>	TYPE (ie. furniture, etc):	
CONTRACTOR/MOVING COMPANY NAME:		
CONTRACTOR/MOVING COMPANY TELEPHONE NUMBER:		

I hereby agree to the terms and conditions noted above along with the rules governing One Bedford. I understand that any violation of the terms/rules may result in a fine that will be added to the unit owner's contribution toward common expenses and will be collected as such.

Resident Signature	Date
Guard's Signature/PRE-INSPECTION notes:	Guard Signature/POST INSPECTION notes:

For Office Use Only: Registration Forms • Elevator Request • Damage Deposit •

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RESIDENT REGISTRATION FORMS

Suite No.: _____ Date: _____

SUITE OWNER INFORMATION:

Last Name:

First Name:

Last Name:

First Name:

PLEASE CHECK ONE OF THE FOLLOWING:

- ☐ **Off-Site Owner/Absentee** – Please complete Section A and B. See Section C for RESIDENT OCCUPANT information
- ☐ **On-Site Owner** – Please complete Section B and C.
- ☐ **Tenant** – Please complete Section C.

SECTION A – OWNER'S ALTERNATE ADDRESS FOR SERVICE

If mailing address different from One Bedford, please complete this section.

Mailing Address:

Home Tel. No.:

Business Tel. No.:

Cell Tel. No.:

Email Address:

SECTION B – TO BE COMPLETED BY ALL OWNERS

Power of Attorney: ☐ Yes ☐ No

If you answered yes above, please complete the following:

Relationship to Owner:

Address:

Home Tel. No.:

Business Tel. No.:

Cell No.:

Mortgage Information

Company Name:

Address:

Contact Name:

Contact Tel. No.:

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SECTION C - SUITE OCCUPANT(S) INFORMATION (Provide copy of lease where applicable)
A copy of the executed lease agreement may be substituted in lieu of the Form 5.

Lease Information (if applicable)

Lease Period - From: _____

Lease Period - To: _____

Resident No. 1:

Last Name: _____

First Name: _____

Gender: ☐ Male ☐ Female

Cell No.: _____

Bus. No.: _____

Home No. _____

Email Address: _____

Resident No. 2:

Last Name: _____

First Name: _____

Gender: ☐ Male ☐ Female

Cell No.: _____

Home No.: _____

Bus. No.: _____

Email Address: _____

Resident No. 3:

Last Name: _____

First Name: _____

Gender: ☐ Male ☐ Female

Cell No.: _____

Bus. No.: _____

Home No. _____

Email Address: _____

Handicapped Assistance?

Yes

No

Details of assistance required: _____

Emergency Information

Contact 1:

Name: _____

Name: _____

Contact 2:

Relationship: _____

Relationship: _____

Home Tel. No.: _____

Home Tel. No.: _____

Cell No.: _____

Cell No.: _____

Vehicle Information

(1) Make: _____

Parking Space No. _____

Model: _____

Level _____

Colour: _____

Parking Space No. _____

Year: _____

Level _____

License Plate No.: _____

(2) Make: _____

Model: _____

Colour: _____

Year: _____

License Plate No.: _____

Locker Information

Locker No. _____, Level _____

Locker No. _____, Level _____

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WAIVER - PARCEL DELIVERY

I/We, _____ of Suite No. _____

Toronto, hereby authorize Bedford at Bloor Realty Inc. and its duly authorized agents and employees to accept small parcels or envelopes (excluding registered mail, perishables, cash or other valuables), on my/our behalf.

I/We hereby irrevocably release Bedford at Bloor Realty Inc. and its duly authorized agents and employees from any present or future liability and claims howsoever arising from their temporary custody should the parcel or envelope be lost, stolen, delivered late or damaged.

Date: _____

Resident 1 Signature: _____

Witness Signature: _____

Date: _____

Resident 2 Signature: _____

Witness Signature: _____

Date: _____

Resident 3 Signature: _____

Witness Signature: _____

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AT BLOOR

WAIVER/SUITE ENTRY ACKNOWLEDGMENT

I/We, _____, Unit # _____, One Bedford Blvd, Toronto, hereby authorize Bedford at Bloor Realty Inc. and its duly authorized agents and employees to enter my/our unit, and my exclusive use common elements (if any), from time to time, when necessary to carry out building maintenance and duties pursuant to the *Condominium Act, 1998* (the "Act"), which include, but are not limited to, semi-annual heat pump unit maintenance, annual fire inspections, repairs to the exterior of the building, investigation of leaks, and other objects and duties as may be required by the Act, and the Corporation's declaration, by-laws and rules.

The Owner/Resident acknowledges that the Corporation has a statutory obligation to carry out and perform certain obligations and duties as may be required by the Act, or the Corporation's declaration, by-laws and rules, and that the Corporation assumes no responsibility or liability in the performance of such objects and duties.

Date: _____

Resident 1 Signature: _____

Witness Signature: _____

Date: _____

Resident 2 Signature: _____

Witness Signature: _____

Date: _____

Resident 3 Signature: _____

Witness Signature: _____

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AUTHORIZATION FOR ACCESS TO BUILDING

(Please note that Security Personnel will not open the Suite Door)

I/We, _____ of suite no. _____ do hereby
authorize _____ to enter my suite from time to time.
insert name(s) of individual(s)

The concierge/security may permit access to the building without announcing the above named person's arrival and obtaining permission.

I/We hereby release Bedford at Bloor Realty Inc. and its duly authorized agents and employees from any present or future liability for such entry or entries.

This release is in effect until I notify the management office in writing to the contrary.

Resident 1 Signature:

Date:

Resident 2 Signature:

Date:

Resident 3 Signature:

Date:

One Bedford

AT BLOOR

OCCUPANCY UNDERTAKING

Where the owner of a unit leases his or her unit, the owner shall forthwith notify the Corporation that the unit is leased and shall provide the Corporation with the lessee's name, and the owner's address for service of notices and/or other communication purposes and provide such other information and documents as provided for in the rules from time to time. (Where the building has not been registered as a condominium corporation, this information must also be provided via the property management office.)

In addition, no owner shall lease his or her unit unless he/she delivers to the Corporation a covenant or agreement signed by the tenant in favour of the Corporation, to the following effect:

TENANTS ACKNOWLEDGEMENT

I acknowledge and agree that I, and my servants, agents, tenants, family, invitees and licensees, from time to time, will, in using the unit rented by me and the common elements, including Exclusive Use Common Elements (where applicable), comply with the Condominium Act, the Declaration, the by-laws, all rules and regulations, agreement(s) authorized by the by-laws including the Reciprocal Agreements, during the entire term of my tenancy, and will be subject to the same duties imposed by the above as if I were a unit owner, except for the payment of common expenses unless otherwise provided by the Condominium Act.."

I acknowledge that I have read and am aware of all of the provisions and covenants in the aforesaid documents and agreements.

Dated this _____ day of _____, 20_____, in the Province of Ontario..

Date: _____
Tenant 1 Signature: _____
Witness Signature: _____

Date: _____
Tenant 2 Signature: _____
Witness Signature: _____

Date: _____
Tenant 3 Signature: _____
Witness Signature: _____

One Bedford

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FORM 5
SUMMARY OF LEASE OR RENEWAL
(CLAUSE 83 (1) (b) of the *Condominium Act, 1998*)

TO: _____ (name of condominium corporation)

1. This is to notify you that:

[Strike out whichever is not applicable:

a written or oral (strike out whichever is not applicable: lease, sublease, assignment of lease) **OR**

a renewal of a written or oral (strike out whichever is not applicable: lease, sublease, assignment of lease)]

has been entered into for:

[For all condominium corporations except common elements condominium corporations:

Unit(s) _____, Level(s) _____ (include any parking or storage units that have been lease)]

[In the case of common elements condominium corporation:

the common interest in the condominium corporation, being the interest attached to:

(provide brief description of the parcel of land to which the common interest in the Condominium Corporation is attached)]

on the following terms:

Name of Lessee(s) or sub
lessee(s): _____

Telephone Number: _____

Fax Number (if any): _____

Commencement date: _____

Termination date: _____

Option(s) to renew: _____
(set out details)

Rental payments: _____
(set out amount and when due)

Other information: _____

(at the option of the owner)

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2. I (We) have provided the (strike out whichever is not applicable: lessee(s), sub lessee(s)) with a copy of the declaration, by-laws 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 (strike out whichever is not applicable: lease, sublease, assignment of lease) is terminated.

Dated this _____ day of _____,

(signature of owner(s))

(print name of owner(s))

(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 number)

(fax number, if any)

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PET REGISTRATION FORM

Pet Information	Dogs and cats that are not licensed with the City of Toronto are not allowed on the premises.		
Do you own a pet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Type: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other: _____ (please describe)
Name of Pet:	_____		
Breed:	_____		
Size & Weight:	_____		
Colour(s):	_____		
Age:	_____		
License No.:	_____		
Veterinarian's Name:	_____		



INTERCOM DISPAY FORM

Dear Resident of One Bedford:

Kindly provide us with your unit number, phone number and name in the order for it to be displayed on the intercom board which will be available to visitors.

Your name will appear as Last Name and First Initial.

Please fill out the form and kindly return it to the concierge/security desk as soon as possible, so that we may complete this process in a timely manner.

Thank you for your cooperation.

Resident Information

Suite # _____

Name _____
(LAST NAME THEN INITIAL)

PHONE NUMBER _____

ENTRY CODE ASSIGNED _____
(Assigned by Property Management)



Welcome One Bedford Unit Owner

The POWER is yours to SAVE.

Your building is equipped with a Smart Sub-metering System manufactured by CARMA Industries Inc. The CARMA Sub-metering System electronically reads and records all electricity consumed in your individual unit on a daily basis. This information is used by CARMA Billing Services Inc. to provide you with monthly billing and collection services.

If your unit has been equipped with a gas stove or fireplace, we will also be monitoring and billing your in suite natural gas usage.

With the implementation of monthly utility billing, you will have the power to conserve. First, you will only pay for the usage in your specific unit, not an average of what is being used by the entire building. Second, your bill will arrive monthly, allowing you to make immediate adjustments.

CARMA Billing Services Inc.

CARMA Billing Services Inc. is a utility billing and collection service provider licensed by the Ontario Energy Board (O.E.B.). We are your point of contact with any question you may have regarding the sub-metering system and billing.

The Sub-metering System.

All CARMA electricity sub-metering systems are manufactured in Ontario. As a Measurement Canada accredited facility, all electricity sub-meters undergo Measurement Canada testing prior to installation. With our commitment to accuracy and ability to ensure standards are maintained, you can be assured you are being serviced by industry leaders in the sub-metering field.

Time-of-Use.

The CARMA sub-metering system is smart meter compliant and can adjust to time-of-use billing when rolled out by the Ontario Government. Once implemented, the smart sub-meters will help you further manage your electricity costs and enable you to benefit from curbing your electricity use to times when electricity rates are lower.

Your Involvement as a Unit Owner.

Each Unit Owner will be required to submit an Electricity Services Contract directly to Carma Billing Services Inc. The completion of this contract will enable us to set up your account with your correct name and billing information.

Your First Utility Bill.

Once our office has received your completed Electricity Services Contract, we will begin the process of setting up your account. The issuance of your first bill will depend on when the Contract is submitted and where in the monthly billing cycle your unit falls. You can always contact our office for an update. Your first bill will include all electricity and natural gas (where applicable) usage costs from your date of occupancy, an account set up fee and a security deposit, as required.

www.carmabillingservices.com

Our website offers several great features. As a Customer you can enroll in our paperless billing by clicking on eBill Sign Up. Customers have access to all of our forms, payment options and energy conservation tips. Customers also have the opportunity to see their electricity meter readings by entering information from their bill. This feature can be found on our home page, called Meter Information.

How Can You Contact Us? Our Call Centre can be reached toll free, Monday to Friday, 8:30am to 4:30pm (excluding statutory holidays) at 1-888-298-3336. You can also email us at info@carmabillingservices.com. Our Customer Service Centre is staffed with courteous, knowledgeable personnel, who are ready to help.

PLEASE COMPLETE ALL APPLICABLE FIELDS IN ORDER FOR ENROLLMENT TO BE PROCESSED

ACCOUNT NAME	SURNAME			GIVEN NAME		
ADDRESS	STREET NO.		UNIT NO.			
	STREET NAME		CITY	POSTAL CODE		
MAILING ADDRESS IF OTHER THAN ABOVE	STREET NO.		UNIT NO.			
	STREET NAME		CITY	POSTAL CODE		
CONTACT INFO	HOME		WORK			EXT
	MOBILE		E-MAIL			

PRIVACY STATEMENT: All information submitted through this process will only be used by Carma Billing Services Inc., CARMA, in support of our obligations under the Agreement entered into with the Developer, Condominium Corporation and/or Building Owner. Our billing format and practices follow the guidelines of applicable Ontario Energy Board Codes and Rules, associated policies, standards and procedures. Carma Billing Services Inc. ("CARMA") is pleased to be your provider of electricity billing and collection services. To provide you with a reliable source of billing, CARMA needs to collect and use certain personal information about you. As of January 1, 2004 the federal legislation protecting your privacy requires that CARMA obtain your consent to collect, use and disclose your personal information for identified purposes. We invite you to read the following carefully to understand our policies and practices with respect to personal information. The nature of personal information we collect may include: Information we receive from you such as your name, address, contact information and general financial, credit and reference information; Facts about your historical and current consumption of power; Information about your transactions with us, such as meter number, account number, account balances, payment history, and account activity; Identifying information, such as phone number. CARMA uses the information we collect for the following purposes: To provide you with continuous electric service and to bill you for that service; To assist us in the collection of accounts; To respond to your inquiries about energy use and billing; To prevent fraud with respect to both you and our company; To meet legal and regulatory requirements. It may be necessary to share your billing and consumption information with third party billing and settlement agencies. Your information may also be disclosed or shared with other agencies or organizations as required by law, regulation or our Agreement with the Developer, Condominium Corporation and/or Building Owner. By signing below, indicates you have read and understood this statement by CARMA regarding the collection, use and disclosure of my personal information, and I hereby consent to have CARMA collect and use my personal information for the purposes stated above.

**CUSTOMER
POSSESSION DATE**

MM/DD/YYYY

OR

**CUSTOMER
MOVE-IN DATE**

MM/DD/YYYY

"We, the undersigned, Customer (being the Owner(s) and/or Resident(s)) of the above noted Condominium Unit(s) acknowledge and agree: (1) to have read and understood CARMA's Conditions of Service, (2) to be fully responsible for the payment and to promptly pay prior to the due date each month of the full amount due and payable for utility services and consumption (including any applicable taxes) supplied to our Unit(s) for such period; (3) upon our default or failure to promptly pay, CARMA shall have the right to disconnect the utility services to our Unit(s); and (4) we will be responsible for and shall indemnify and hold harmless CARMA, its officers, directors, employees and representatives from and against all and any claims (i) arising as a result of the failure to provide utilities to our Unit(s) occurring for any reason whatsoever unless attributable to the negligence of CARMA; and (ii) arising as a result of CARMA's disconnecting or failing to reconnect the utility services, unless attributable to the negligence of CARMA."

I confirm that the information provided above is true.

X

DATE: _____

CUSTOMER (OWNER/RESIDENT) SIGNATURE

PLEASE COMPLETE, SIGN, DATE AND FAX TO CARMA BILLING SERVICES INC. AT 1-866-577-1224



CARMA BILLING SERVICES INC. CONDITIONS OF SERVICE

All information submitted through this process will only be used by Carma Billing Services Inc., CARMA, in support of our obligations under the Agreement entered into with the Developer, Condominium Corporation and/or Building Owner. Our billing format and practices follow the guidelines of applicable Ontario Energy Board (O.E.B.) Codes and Rules, associated policies, standards and procedures.

This Contract is effective upon execution by the Customer. Any executed copy of this Contract, (original, photocopy, facsimile or email) is considered original.

1. In order to set up an account for the provision of Services to the unit, the Customer has entered into this Contract with CARMA and agrees to be responsible for and to pay all costs and expenses relating to the supply of electricity to the unit (for example, occupancy charge, security deposit).

2. A Customer may choose to lease their unit. The Customer acknowledges that he/she will continue to be responsible for all charges for electricity services to the unit. Therefore, if the Customer's Tenants do not pay, the Customer will remain responsible for the payment.

3. The Customer will pay all charges for electricity in accordance with CARMA's monthly invoices.

4. The Customer agrees to be subject to CARMA's Security Deposit policy.

5. An interest charge of 1.5% per month shall apply to all accounts not paid in full on or before the due date.

6. The Customer understands that in the event of non-payment, one of the remedies available to CARMA includes, but is not limited to, the disconnection of service to the subject unit, including all applicable charges related to the disconnection and reconnection.

7. CARMA reserves the right to discontinue service for non-payment of account. In the event of such discontinuance, CARMA shall not be liable under any circumstances for any loss or damage occasioned thereby, and the Customer hereby waives all claims in law and in equity for all loss, damage, and inconvenience that may hereafter be caused by CARMA exercising such right of discontinuance of service.

8. The Customer agrees to abide by CARMA's Conditions of Service, as amended from time to time, a copy of which can be found at www.carmabillingservices.com.

9. The Customer acknowledges that he/she has made CARMA aware in writing if there is any person, at the subject unit, that has any medical, life saving, life preserving equipment that requires electricity.

10. CARMA may revise the authorized rates from time to time, subject to the approval of the O.E.B.

11. CARMA will use all reasonable diligence to provide a continuous supply of power, but will not be responsible for failure to do so by reason of damage to the Local Distribution Company's (LDC) lines or other works, breakdown thereof, act of God, or any other cause beyond CARMA's control. Nor does CARMA guarantee the maintenance of unvaried frequency or voltage, and will not be liable to the Customer for any loss, damage or injury resulting from power interruption or voltage or frequency variations due to the aforementioned reasons.

12. It is agreed that the signature of the parties hereto shall be binding upon their successors or assigns and that the vacating of the premises herein named shall not release the Customer from this contract except at the option and by written consent of CARMA.

13. If a meter in any month ceases to register or has registered incorrectly, the Customer shall pay for the energy supplied during such month, an estimated sum based on the reading of any meter formerly or subsequently installed on the premises, due regard being given to any change in character of the installation and/or the demand.

14. This Contract shall not be binding upon CARMA until accepted by it through its proper officer, and shall not be varied or affected by any Contract or representation of any agent or employee of CARMA unless in writing. This Contract will continue in force until terminated by the Customer with at least one month's notice in advance of vacating the unit(s). A Moving Out form, complete with forwarding address, must be submitted.

15. Nothing contained in this contract shall prejudice or affect any right, privileges, or powers vested in CARMA by law or by any regulations made under any Act of Parliament.

16. This contract is subject to the terms of CARMA's License and all associated rules and regulations of the Ontario Energy Board.

The information collected will be used by CARMA to establish and maintain a service connection, and for billing and collections activities. Your name and address will be used to provide notice in the event that your service is disconnected. Your Developer/Condominium Corporation and/or Building Owner may also be notified of your final billing date/disconnection date.



BILLING SERVICES INC.

Attention: Customer Service Billing Department

494 The Parkway, Peterborough, ON K9J 7L9

Phone: 888-298-3336, Ext. 237 - Fax: 866-577-1224 - Email: info@carmabillingservices.com

Pre-Authorized Debits – Payor PAD Agreement

I (we) hereby authorize Carma Billing Services Inc., and the financial institution designated (or any other financial institution I (we) may authorize at any time) to begin deductions as per my (our) instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my (our) Carma Billing Services Inc. account(s). Regular monthly payments for the full services delivered will be debited to my (our) specified account on the due date, as specified on each monthly billing. Carma Billing Services Inc. will obtain my (our) authorization for any other one-time or sporadic debits.

This authority is to remain in effect until Carma Billing Services Inc. has received written notification from me (us) of its change or termination. This notification must be received at least thirty (30) business days before the next debit is scheduled at the address provided above. I (we) may obtain a sample cancellation form, or more information on my (our) right to cancel a PAD Agreement at my (our) financial institution or by visiting www.cdnpay.ca.

Carma Billing Services Inc. may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least ten (10) business days prior written notices to me (us).

I (we) have certain recourse rights if any debit does not comply with this Agreement. For example, I (we) have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for Reimbursement Claim, or for more information on my (our) recourse rights, I (we) may contact our financial institution or visit www.cdnpay.ca.

Name (s)		Carma Billing Services Inc. Account Number	
Service Address			
Contact Information: Phone, Fax or Email			
My Financial Institution Name		Branch Number (five digits)	
Financial Institution Account Number		Financial Institution Transit Number (three digits)	
Address			
Type of Account			
<input type="checkbox"/> Savings (SAV)		<input type="checkbox"/> Chequing (PCA)	
Date (yyy/mm/dd)		All Account Holder Signature(s)	

NOTE: To ensure accuracy, please attach a copy of your cheque marked "VOID" to this form and return to Carma Billing Services Inc.

How to pay your bill

For your convenience, bill payments can be made by mail, by preauthorized payment (automatic withdrawal from your bank account), by telephone banking or online banking, and at your bank or ATM.

To obtain a preauthorized payment plan enrollment form, please visit our website at www.carmabillingservices.com

The CARMA Billing Services collection stream:

Bill is generated	Day 1
Bill is due	Day 16
Late payment charge applied	Day 19
Reminder notice sent	Day 21
Disconnection notice sent	Day 28
Notice of disconnection hand delivered	Day 30
Service is disconnected	Day 35

Standard Service Charges

Request for Duplicate or Previous Bills	\$15
Returned / NSF Payments (first instance)	\$35
New Account Set Up Fee	\$30
Meter Disconnect / Reconnect <i>During regular business hours.</i>	\$65
Meter Disconnect / Reconnect <i>Outside regular business hours.</i>	\$185

Security Deposit

Required until the consumer has accumulated one year of good payment history, at which time it will be returned to the account as a credit.

*Charges are based on a 'per instance' basis and appear on the next Monthly Residential bill following the date the service charge was incurred or services were completed.

For more information, please visit our website and view our Conditions of Service.

At Your Service

If you have a question or concern about your bill or your services, our Customer Service Centre is available to take your call from 8:30 am to 4:30 pm, Monday to Friday at

1-888-298-3336

Or, send your inquiry by email to info@carmabillingservices.com for a guaranteed reply within 24 hours.

CARMA
BILLING SERVICES INC.

CARMA Billing Services Call Centre

1-888-298-3336

Customer Service — It's Our Business

www.carmabillingservices.com

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Get To Know Your New
Utility Bill Service Provider

CARMA
BILLING SERVICES INC.

