



MOVING CHECK-LIST

- Submit documents and cheque at least 1 week before the move
- Requested reservations are Approved after all documents and cheque are received

MOVE-IN

<u>OWNER</u>	<u>TENANT</u>
- copy of transfer of deed	- copy of lease
- Resident Information Form	- copy of tenant insurance
- Elevator Reservation Agreement	- copy of photo ID
- security deposit, personal cheque, \$250.00, payable to TSCC2350	- Resident Information Form
	- Elevator Reservation Agreement
	- security deposit, personal cheque, \$250, payable to TSCC2350

DELIVERIES FOR REGISTERED RESIDENTS

- Elevator Reservation Agreement, to reserve the elevator and loading area
- **\$250** refundable security/damage deposit. Payable by cheque, bank draft, certified cheque, or money order, made out to TSCC2350

MOVE-OUT

- Elevator Reservation Agreement, to reserve the elevator and loading area
- **\$500 refundable security/damage deposit. Payable ONLY by bank draft, certified cheque, or money order, made out to TSCC2350**

SECURITY DESK

- Phone: 647-346-1589. Email: tsc2350@outlook.com
- See the Concierge about 15 minutes before the moving truck arrives
- Receive instructions for parking, the loading area and elevators
- Complete the *before move* and *after move* inspections with the Concierge

SUBMIT DOCUMENTS & CHEQUES

- Pick up hard copy at, and submit to, the Security Desk 24/7
- Receive and submit to Management by email: thetower@outlook.com
- Submit to Management by fax: 647-345-6054
- Submit by mail to: Management Office, 125 Western Battery Road, Toronto, ON, M6K 3R8
- **Submit the Elevator Reservation Agreement and Cheque to the security desk only**