

# Brookfield

## Condominium Services

**RE: THE STATION CONDOMINIUMS**

Dear Sir/Madam:

**WELCOME TO THE STATION CONDOMINIUMS**

Brookfield Condominium Services Ltd. is pleased to have been appointed as the Property Management for The Station Condominiums. We are taking this opportunity to introduce ourselves and to offer you any assistance we can as you prepare to settle into your new home. We are looking forward to meeting you personally and to establishing your condominium as one of the most desirable addresses in Toronto.

**Who Are We?**

Brookfield Condominium Services Ltd. specializes in the management of condominiums and is Ontario's largest and most respected condominium property management company. Brookfield has unmatched experience in the start-up and management of new developments and condominium projects in the Greater Toronto Area. Brookfield currently has over 73,000 suites under management in more than 335 condominium corporations.

**How to Contact Us?**

Brookfield will be supplying a full-time Property Manager, supported by a Site Administrator, who will be located in the on-site Property Management Office. We will advise you of the location and contact information for the Property Management Office and Concierge once they are confirmed. In the interim please contact Brookfield as follows:

The Head Office phone number for Brookfield is 416.510.8700, and this number is personally answered 24 hours a day, 7 days a week. After occupancy begins the Concierge Desk will be your first point of contact in the event of an emergency. However, you may also contact anyone from the Brookfield team at any time.

**Arranging to Move In**

You can reserve the moving elevator by calling Ms. Monica Pineda at 416.354.1957. It is necessary that all paperwork be completed before you move-in, and earliest move-in date may only be scheduled for 24 hours after Interim Closing (your possession date). Reservations will be made on a "first-come, first-served" basis, so you may wish to call at your earliest opportunity.

Please note that you cannot be given access to your suite until all necessary paperwork is received and the Interim Closing is complete.

There is only one bay available for move-ins/deliveries. In order to accommodate everyone as efficiently as possible, we are scheduling a maximum of 4 time slots per day, Monday through Saturday. Each booking will be for 2.5 hours, at a maximum.

*Brookfield Condominium Services Ltd.*

3190 Steeles Avenue East, Suite 200, Markham, Ontario L3R 1G9

Telephone: 416-510-8900 Fax: 416-510-8880

[www.brookfieldcondominiums.com](http://www.brookfieldcondominiums.com)

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### THE STATION CONDOMINIUMS MOVE-IN GUIDELINES

When planning your move into The Station Condominiums, please take note of the following matters which you must consider and must be aware of on your move-in day:

#### **BOOKING CONTACT**

All moves must be booked in advance. Dates and times are available on a first-come basis. Please call Ms. Monica Pineda at Brookfield Condominium Services head office on her direct line at: 416.354.1957. In case of emergency, 416.510.8700 is answered 24-7.

#### **TRUCK / TRAILER SIZE**

No moving truck larger than a 20-foot household mover may be used. A truck of this size easily handles up to 3 bedrooms of household goods. There is simply not room to accommodate any vehicle larger than 20 feet. Please ensure that your mover is made aware of this requirement. All truck and trailer parking on the main street does not fall under our authority and should not even be considered as an option.

#### **LOADING / UNLOADING BAYS**

There is one location available for your move-in truck to unload your furnishings. Access to the moving bay is located on the east of the building beside the parking ramp. There are two dedicated move-in elevators – one for the east side of the building and one for the west.

#### **ARRIVAL AT THE BUILDING**

When arriving at the condominium residences please contact the Concierge. The Concierge will place the elevator applicable for your suite on service and provide you with a first floor plan for easy reference.

#### **MOVING TIPS**

We would like to remind you that it is critical that your movers/move-in truck arrive on time and that the **2.5 Hour Move-In Time Limit be strictly observed**. Schedules have been set and given the move-in requirements of the site, arrival and departure times must be maintained.

When unpacking, please flatten and break up all boxes, cartons, etc. Garbage/Recycling Room where you must dispose of all cartons is located on the P1 level, off west elevator lobby.

Under no circumstances may move-in boxes be left in your corridor or thrown down the garbage chute. Boxes left in your corridor pose a safety and fire hazard; as well boxes thrown down the chute will plug up the chute, entrap household waste and lead to garbage odors escaping into the corridors.

**Thank you in advance for your co-operation and we hope you have a problem free move-in.**

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Your choices Monday to Saturday (excluding holidays) are:

### Monday to Friday

11:00 a.m. – 1:30 p.m.  
2:00 p.m. – 4:30 p.m.  
5:00 p.m. – 7:30 p.m.  
8:00 p.m. – 10:30 p.m.

### Saturday

9:00 a.m. – 11:30 a.m.  
12:00 p.m. – 2:30 p.m.  
3:00 p.m. – 5:30 p.m.  
6:00 p.m. – 8:30 p.m.

Please ensure that your movers arrive on time and are finished within the prescribed period. In order to ensure that the next scheduled move-in is not disrupted, you must give up the use of the elevator at the end of your reserved time-slot. If you miss your reserved time, it may be difficult to reschedule your move-in. We have enclosed an information bulletin entitled, "Move-in Guidelines", to assist you in planning your move.

### Your New Address

EAST TOWER - 555 Wilson Avenue, Toronto, ON M3H 0C5  
WEST TOWER - 565 Wilson Avenue, Toronto, ON M3H 0C6

Until the mail room is complete and Canada Post commences its mail delivery, your mail may be picked up at the Canada Post Letter Depot located at 66 Ray Avenue, Toronto, Ontario, telephone 416-604-4995, between the hours of 8:00 a.m. and 6:00 p.m., Monday to Friday. Canada Post requires that you bring proper identification with you (photo ID and proof of ownership showing proper municipal address – i.e. Purchase and Sales Agreement).

### Common Elements

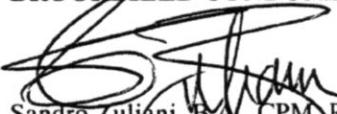
While your suite will be complete when you move in, the corridors are not scheduled to be finished until most of the suites on your floor are occupied. This is done to avoid any damage to the finishes during move-ins. For those of you who will be among the first occupants, the amenity spaces will still be under construction and not available for use, however, the Builder has assured us that they are working to complete them as quickly as possible. We thank you for your patience and understanding.

Brookfield Condominium Services is pleased to welcome you home to The Station. As your Property Management company, we will do whatever we can to make your interim occupancy and your future residence at The Station Condominiums everything that you had hoped for.

Should you have any questions, or require any assistance over the next few months, please do not hesitate to contact us at the Brookfield team.

Yours very truly,

**BROOKFIELD CONDOMINIUM SERVICES LTD.**



Sandro Zuliani, B.A., CPM, RCM  
President & Chief Operating Officer