



Lumiere

TSCC 2149 – 770 Bay Street

**WELCOME
PACKAGE FOR
TENANTS**

Dear Tenants – you must complete the forms
at the back and return to the concierge desk
or management office.

Welcome Package Owners

CONTENTS OF WELCOME PACKAGE

- Welcome to Lumiere Letter
- Rules Governing Use of Common Elements and Units
- Access Policy
- Visitor's Parking Policy
- Insurance Requirements
- Garbage Disposal Regulations
- Water Leaks Information
- Balcony Usage Regulations
- Amenity Bookings
- Fire Safety Information
- In-suite Security Panel – User Manuel
- Tenant's Guide to Condo Living
- Vacation Notification
- Pet Registration Form
- Resident Information Sheet
- Parcel and Letter Acceptance Waiver
- Tenant's Acknowledgment Form
- Elevator Reservation Agreement

Dear New Resident(s):

WELCOME TO LUMIERE CONDOMINIUMS ON BAY!

As a resident of this building you have agreed to abide by the Declaration, rules and policies that are set forth by the Board and Management. Please remember that this is a community and all residents must live together with consideration of each other.

As a new resident it is important for you to know the following:

- ✓ Fill out and return the “Resident Registration” form and other forms located at the back of the package.
- ✓ Call the Concierge to reserve the elevator for moving-in at **(416) 595-9488**.
- ✓ Elevator reservations must be made **two (2) weeks in advance** and requires a **\$250.00 cheque**, remitting the “Elevator Moving-In” Form, a copy of your Insurance Policy and the deed or a lawyer’s letter or the lease of your tenancy.
- ✓ Please contact the Concierge Desk for any emergencies (ie. fire or flood). If you are renting the unit, contact the landlord (unit owner) for repairs required inside the unit.
- ✓ For Owners the monthly common element assessment payments are required on the first day of each and every month. We recommend participating in the Pre-Authorized Payment Plan. To make use of the PAP Plan, please complete the enclosed form and return it together with a void cheque to the Management Office.
- ✓ Remit a copy of your Home Insurance (contents, liability, betterments & upgrades).
- ✓ When you have completed the above items the remote and fob (access) card will be activated.
- ✓ To set up electricity with EnerCare call **1-866-449-4423**.
- ✓ If you are renting to a tenant, you are required to provide a copy of the Corporation’s Documents (enclosed Declaration, By-Laws, Rules & Regulations, etc).

Management Office Hours:

Monday & Wednesday & Friday 9:00 am-4:00 pm

Tuesday: 9:00 am – 12:00 pm

Thursday: 1:00 am – 4:00 pm

In order to serve you better, please make an appointment.

Yours truly,

MENRES PROPERTY MANAGEMENT INC.

Agents for and on behalf of TSCC # 2149



Rachel Cameron, R.C.M.
Property Manager

**RULES GOVERNING USE OF COMMON ELEMENTS AND UNITS
PASSED AT A MEETING OF THE BOARD OF DIRECTORS OF
TORONTO STANDARD CONDOMINIUM CORPORATION NO. 2149**

HELD ON THE 26TH DAY OF APRIL, 2011

For the purposes of the Rules, "owner" shall include all those residing in or occupying a Dwelling or Retail Unit and anyone permitted to be in such Unit by the registered owner or any resident of such Unit.

RESTRICTION ON USE OF COMMON ELEMENTS

1. Nothing shall be placed or installed on the common elements except those parts of the common elements over which the owner has exclusive use, without the consent in writing of the board.
2. If an owner installs or has had installed any item with the consent of the board, that owner shall be held responsible for the cost of the removal and replacement of such installations should it be necessary to remove same for the repair or maintenance of the common elements.
3. An owner shall not do or permit anything to be done in or on the common elements or bring or keep anything thereon which will in any way increase the risk of the rate of fire insurance.
4. An owner shall not leave, place or permit to be placed or left in or upon the common elements any debris, refuse or garbage. An owner shall directly carry or place same in garbage chutes provided, if any, and these areas shall only be used during the hours designated by the board. Newspapers are to be disposed of in accordance with instructions posted.
5. Refuse or garbage shall be contained in properly tied polyethylene or plastic garbage bags not exceeding one (1) foot in diameter. Where such debris, refuse or garbage consist of packing cartons or crates, the owner shall arrange with the manager or Superintendent to place such packing cartons or crates in a special area. They shall not in any event be left outside any Dwelling Unit.
6. Entrances, passageways, walkways and driveways used in common by the owners shall not be obstructed by any of the owners or used by them for any purpose other than for ingress and egress to or from their respective Units.
7. No owner shall harm, mutilate, destroy, alter or litter any of the landscaping on the property, including grass, trees, shrubs, hedges, flowers or flower beds.
8. Visitors to Units shall not use the common elements except for ingress to and egress from a Unit unless they are accompanied by an owner.
9. Household furniture and effects shall not be taken into or removed from any Dwelling Unit except at such times and in such manner as may have been previously approved by the board, superintendent, or the manager, nor shall any heavy furniture or object be moved over floors of the halls, landings, elevator or stairs so as to damage them.
10. (a) No delivery of goods will be accepted to any Dwelling Unit without the owner being present at the time of delivery, unless prior arrangements have been made with the manager, or superintendent.
(b) The foregoing shall not apply to the delivery of mail by Canada Post, or to the delivery of newspapers and valid election material for municipal, Provincial and federal elections, provided they conform to procedures established by the board or the Manager, from time to time.

LIABILITY FOR COSTS

11. The owner of a Unit shall be responsible for any cost incurred to repair any damage to the common elements or other Units that may have been caused by the owner that is not covered by insurance maintained by the Corporation. The owner shall pay any deductible applicable to such insurance.
12. If damage to the common elements has been caused by the deliberate or negligent conduct or any owner, the owner of that Unit shall be responsible for any costs incurred to repair that damage in the same manner as a common expense attributable to his Unit.
13. In those cases where it has been determined that the responsibility for payment of the cost to repair is that of the owner or where an owner chooses to make the repair himself, the board shall approve the selection of the contractor and/or the method of repair. This decision, at the discretion of the board,

shall be based on the method of repair, the meeting of standards of uniformity and consideration of the convenience of other owners involved.

PARKING, ENTRANCEWAYS, AND PARKING GARAGE

14. Parking is prohibited in the following areas:
 - (a) Designated Fire Routes;
 - (b) Entranceways, traffic circles, delivery and service areas and any other part of the common elements other than those spaces designated for parking.
15. No repairs may be made on any motor vehicle parked or left standing in any parking unit or upon the common elements.
16. No car washing shall be permitted except in such areas as may be specifically designated by the board for that purpose.
17. No owner shall plug in or caused to be plugged into any electrical service, any in-car or block heater.
18. Except for his private passenger automobile, motorcycle, station wagon or small van, no owner or occupant shall store, park, or leave in his parking unit any other object, including trailer, boat, snowmobile, mechanical toboggan, machinery, equipment of any kind, tires, bicycles, firewood, cans, bottles or containers.
19. No owner shall lease his parking unit unless he complies with the requirements of the applicable requirements of the declaration, by-laws and Rules from time to time of the corporation and the Act.
20. A motor vehicle shall not be driven on any part of the common elements at a speed in excess of the posted speed nor on any part of the common elements not designation for the passage of motor vehicles.
21. No owner shall place, leave, park or permit to be placed, left or parked in or upon the common elements or a parking unit any private passenger automobile which, in the opinion of the board or the manager, may pose a security or safety risk, either caused by its length of unattended stay, its physical condition or its potential damage to the property. Upon two (2) weeks written notice by the board or the manager, the owner of such vehicle shall be required to attend or remove the vehicle as the circumstances require and as directed by the board or the manager.
22. No person shall park any vehicle in contravention of these Rules, in default of which, such person shall be liable to be fined or to have his motor vehicle towed from the property under the applicable City of Toronto by-law in which event the corporation and/or its agents shall not be liable for any damage, costs or expenses howsoever caused in respect of any motor vehicle so removed from the property.

RESTRICTIONS OF USE OF BOTH UNITS AND COMMON ELEMENTS

23. CREATING DISTURBANCES

No owner shall create or permit the creation of or continuation of any noise or nuisance which, in the opinion of the board or the manager, may or does disturb the comfort or quiet enjoyment of the property by any other owner, save and except for the use and operation of the Retail Units in the ordinary course of business.

24. PROJECTILES

- (a) Nothing shall be thrown from the building. The owner shall not permit anything whatsoever to fall from the Property.
- (b) No mops, brooms, dusters, rugs or bedding shall be shaken or beaten on those parts of the common elements over which the owner has exclusive use, if any. No hanging or drying of clothes is allowed on any part of the Property.

25. USE OF FACILITIES

- (a) The water closets and other water apparatus shall not be used for purposes other than those for which they are constructed and no sweepings, garbage, rubbish, rags, ashes or other substance shall be thrown therein. Any damage resulting to them from misuse or from unusual or

unreasonable use shall be borne by the owner in whose Unit they are located who will be deemed to have caused such damage.

(b) Any damage to the common elements or other Units resulting from the act or omission of an owner, shall be assessed and collected in the same manner as common expenses from the owner of such Unit.

(c) No owner shall act contrary to any of the rules and ordinances of the Board of Health or to any statute or municipal by-law.

(d) Water shall not be left running unless in actual use.

(e) Owners shall not use any electrical device that will overload existing electrical circuits, and the installations of major electrical apparatus in either the Units or the common elements is not permitted without the prior written consent of the board.

(f) Electrical circuits shall be used in accordance with the prescribed specification. No alterations may be made to existing electrical circuits or electrical supply sources without the prior written consent of the board.

(g) Owners shall maintain and repair a smoke or similar fire detection device in their Units.

(h) Only seasonal furniture is permitted to be kept on the balconies or terraces. Under no circumstances are residents permitted to use barbecues on their balconies or terraces.

(i) Bicycles, when not in use, shall be stored in areas designated by the manager and are not permitted to be stored in any dwelling unit.

26. **DISTURBANCE**

An owner shall not obstruct or interfere with the rights of the other owners or any individual authorized to be in the building by the board or in any way injure or annoy them.

27. **OPEN HOUSES**

No open house for the purpose of selling a Unit shall be held on either the common elements or the Units. This rule shall not apply to the declarant.

28. **GOVERNMENT REGULATIONS**

Owners shall comply with all governmental laws and regulations whether municipal, provincial, federal or of any authorized agency thereof.

29. **RECREATION AREA**

Rules pertaining specifically to the use and operation of the recreation facilities will be posted in the recreational areas, and any owner entering the recreation facilities must comply with the posted rules as if these were included herein.

ACCESS

Every registered **resident** of the LUMIERE (770 Bay Street) has either Fob or a garage remote (with an access card built into it).

Please use them, even if the door you are entering is already open, this will identify that you are a resident of this complex.
Do not expect the Security to open the door for you.

Residents only open the door for yourself.
If someone is lingering, and they follow you in, direct them to Security.

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Residents are **not** permitted to hand out their Fob or remotes.
Fob or remote that are given to a non-resident will be de-activated.

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Guests who arrive by vehicle (car) are to contact Security and identify Resident they are visiting and the suite number.
Security will contact the resident. Once the resident acknowledges their visitor, Security will issue a Visitor's Parking Pass.

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Residents are **not** permitted to park in Visitor's parking spaces.

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Guests who arrive by foot are to contact the resident through the 'Enterphone' or the Security Desk.

VISITOR'S PARKING POLICY

Visitor's parking is limited to all signed parking spaces in the underground garage on P1 level identified as "V1 through V20".

ARTICLE 3.7

Visitor's Parking Units shall be used only by visitors.
Residents and Non-resident owners are NOT permitted to use Visitor parking.

VISITOR PARKING

1. Starts from the date of registration with security until **noon (12:00 p.m.)** the next day.
2. It is based upon a first served bases and parking cannot be reserved.
3. Visitors can get one pass for a one night stay.
4. Overnight parking is limited to **three (3)** overnight passes per week per unit. (a week being Monday to Sunday).
5. One visitor (vehicle) cannot obtain a parking pass for multiple units within a specified week and cannot obtain an additional parking pass the following week. One visitor (vehicle) is limited to obtaining a maximum of **six (6)** overnight passes per month.

VISITOR & GUEST REGISTRATION

1. All Visitors and Guests to contact Security through the communication device located at the top of the garage ramp.
2. All Visitors and Guests will identify themselves, the unit they are visiting and the name of the Resident they are visiting.
3. Security will contact the Resident to obtain permission to allow visitor to enter the building.
4. Once the resident grants permission, Security will record the Make, model, and license plate of the visitor's vehicle.
5. Security will open the garage door for the visitor.
6. Visitor to contact Security from the communication phone at the entrance to the elevator vestibule to allow access to the building.
7. The visitor must obtain a pass from the security to display on the dashboard of the driver's side of the vehicle.

If the overnight pass is not displayed vehicles are subject to tagging and towing charges.

Please note that all other parking spaces are owned. Should you park in another owner's parking space; your vehicle is subject to tagging and towing charges.

Don't get caught without Insurance!!

Last year the building suffered a major flood. It was discovered that there are some owners that do not have insurance coverage on their unit. One owner was required to spend \$10,000 out of pocket to replace the flooring.

HOMEOWNER & TENANT INSURANCE INFORMATION

Insurance is required for your unit. A copy of insurance needs to be provided to the Management office by email: lumierepm@menres.com.

As a homeowner you require insurance for the following items (see attached Condo Gold brochure):

1. Betterments and Improvements (which includes ALL flooring)
2. Sewer back-up
3. Liability
4. Contents
5. Additional Living
6. Corporation's Insurance deductible

If you are a homeowner who rents out your unit; you STILL require insurance please see attached rentalProtector brochure from Atrens-Counsel the Corporation's insurance brokerage.

Your tenant is required to have insurance for the following:

1. Content insurance
2. Liability
3. Additional Living



Rachel Cameron
Property Manager

**Proudly managed by MENRES Property Management
Agents for and on behalf of TSCC 2149**

GARBAGE DISPOSAL REGULATIONS

Disposal of garbage permitted between the hours of 8:00 a.m. to 10:00 p.m.

Please make sure the appropriate button is pressed when depositing your household garbage, recycle or organic items:



- Garbage bags should be securely tied and pushed down the chute. Otherwise, the chute will not operate for the next user.
- No plastic bags should be deposited down the Recycle chute.
- **DO NOT LEAVE** any household garbage or recyclable materials on the floor in the chute room.
- DO NOT deposit cardboard boxes, pizza boxes or large items. They clog up the chute and it will not operate for the next user. This may result in repair costs.
- Cardboard boxes must be taken to the disposal bin on the loading dock (move in area) on the ground floor. Flatten the cardboard boxes prior to placing into the disposal bin.



Thank you for keeping your building tidy and operating efficiently.

Notice to All Residents

Water Leaks

Management has received several complaints of water leaks over the past few weeks. Several of these leaks could have been prevented and have caused damage in other resident's homes.

If there is a water leak in your unit, please contact our 24 hour Concierge at 416-595-9488.

The Concierge will determine whether or not the Superintendent and/or Property Manager need to be contacted.

All units are equipped with shut off valves. Familiarize yourself with the location of the shut off valves in your unit. Most often they are under the sink, beside the toilet and beside the laundry machine.

We would like to draw your attention to the following preventative measures:

- Make sure that you are using a shower curtain
- The shower curtain must be inside the bath tub
- If your shower has a glass door make sure that it is fully closed
- If there is water on your bathroom floor, please dry it immediately
- If you overflow your toilet, please turn off the shut off valve

Please be mindful of your neighbour's and be proactive.

Thank you in advance for your co-operation.

Notice to All Residents

Balcony Usage

The Corporation has received numerous complaints regarding balcony usage. Safety is of the utmost importance, please be mindful of your neighbours. Please be reminded of the following regarding balcony use:

1. Residents should not throw any items such as cigarette butts or beer bottles from the balcony or window. CIGARETTE butts or other objects thrown from the balcony or windows could hit someone or START A FIRE on the balconies below or the ground. This is a very dangerous practice. Always use an ashtray to extinguish cigarettes. Aside from the danger, other residents don't want to clean up your mess.
2. While on your balcony please keep your voice to a minimum. Sound carries and you may be disturbing your neighbours.
3. **DO NOT THROW BEER BOTTLES** from the balcony or windows. Do not leave beer bottles, or any other light items, on your balcony. Beer bottles roll around and fall between the gap and railing then smash below.
4. Balconies should only be damp mopped and residents should ensure that excessive water does not fall down onto lower balconies.
5. Do not over water plants; keep the water in the plant holders. Do not hang planters over the edge of the railing of the balcony.
6. No hanging or drying of clothes on the balconies.
7. Balconies are not to be used for storage; only seasonal furniture is permitted on the balconies.
8. No tiles, wood or interlock bricks shall be affixed to the floor of the balconies.
9. Satellite dishes of any kind are not permitted anywhere within a unit or common elements.

Yours truly,
MenRes Property Management Inc.
Agents for and on behalf of TSCC 2149



Rachel Cameron, R.C.M.
Property Manager

Notice to Residents

Amenity Bookings

Amenity Bookings are booked by contacting the Concierge or Property Manager.
Residents may book the amenity rooms as follows:

<u>AMENITY</u>	<u>BOOKED WITH</u>
Conference Room	Concierge
Theatre Room	Concierge
Billiards Room	Concierge
BBQ (Seasonal)	Concierge
Guest Suites	Property Manager by email lumierepm@menres.com
Party Room	Property Manager by email lumierepm@menres.com

You may contact the concierge desk at 416-595-9488.

You may contact the management office by email at lumierepm@menres.com
or at 416-813-0673.

Yours truly,
MENRES Property Management Inc.
Agents for and on behalf of TSCC 2149



Rachel Cameron
Property Manager

Requests by email to lumierepm@bellnet.ca

Party Room

The party room closes at 12:00 am midnight.

Capacity is 60 people.

All payments must be certified cheque, money orders, or bank drafts (personal cheques are not accepted).

Depending on the number of hours you will be using the party room; the cost for security will change.

If it is for **four (4)** hours the cost is **\$92.20** which you may include that on the certified cheque for room rental fee. **Statutory holidays are different pricing.**

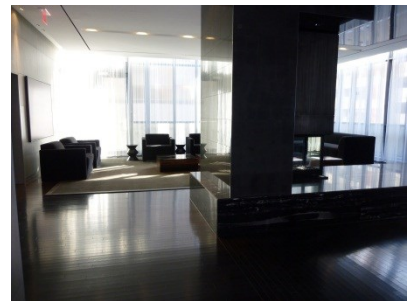
Fees

\$500 Damage/Security Deposit which is refundable

\$100 Room Rental

\$23.05 p/h regular rate for a Security Guard (*minimum 4 hour charge \$92.20 or \$252.00 stat holiday rate*)

TSCC # 2149 reserves the right to charge cleaning fee.



Certified Cheques, bank draft or money order are to be made out to T.S.C.C. 2149

(1 cheque for Room Rental plus Security Guard fee and 1 cheque for Damage/Security Deposit)

Guest Suite

All payments must be certified cheque, money orders, or bank drafts (personal cheques are not accepted).

Certified Cheques are to be payable to **T.S.C.C. 2149**

(1 cheque for Room Rental, 1 cheque for Damage/Security Deposit)

Cleaning is to be paid in cash.

Fees

\$200 damage/security deposit which is refundable.

\$75 per night

\$25 for cleaning (cash paid only once per stay)



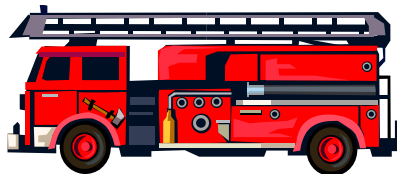
Please note: the Guest Suites do not have a T.V., Telephone, Internet Access or Kitchen facilities. There is bedding and towels in the guest suites. Your guest does need toiletries.

FIRE SAFETY

INFORMATION

What to do if you have a fire.

What to do if you hear the fire alarm.



Lumiere (TSCC#2149) is equipped with a voice annunciation system – listen for messages from the Fire Department or your Concierge staff.

Do NOT throw cigarettes from balconies and windows

SECTION 2**INSTRUCTIONS TO RESIDENTIAL 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 pull stations.
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 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 Dept. Official.

IF YOU HEAR THE FIRE ALARM

1. Before opening the door, feel knob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close the door quickly.
2. If you find no fire or smoke in the corridor, close door behind you and leave by 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 which may be given by authorized personnel over 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

- If you encounter smoke on your way down the stairs do not continue.
- 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.
- 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.
- Never go to the roof, smoke rises. Doors to the roof are locked and you could become trapped.
- 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

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:

- a) To silence speakers, depress the silence switch and hold for 3 to 5 seconds until signals are silenced.
- b) When the in-suite silence switch is activated, it will silence the connected speaker(s) within your suite for approximately 10 minutes before resounding.
- c) 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.
- d) The speaker must sound for 10 seconds before it can be silenced.

Note:

- i) The fire 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

This is primarily the responsibility of the Fire Services. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Services notified should an experienced person (familiar with extinguisher operation) attempt to extinguish a small fire. This must be a voluntary act. If the fire 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 DEPARTMENT
DIAL **911**

LEAVE BUILDING VIA NEAREST 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 which 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 to create a fire hazard to the building or its occupants.

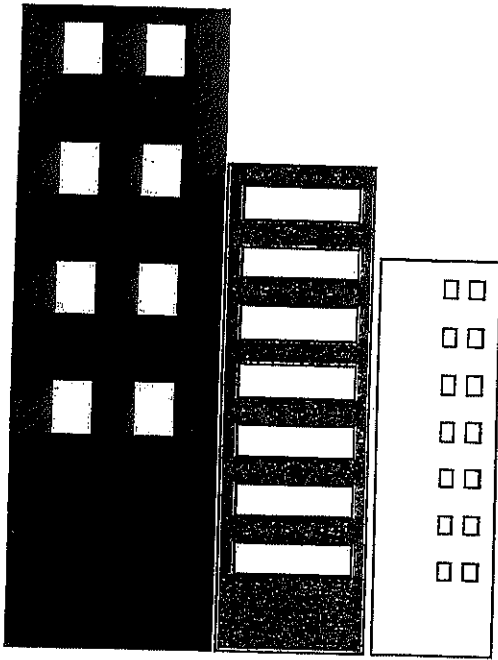
B. FIRE HAZARDS

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, or bundles of paper into chute because it may become blocked.
4. To avoid unsafe cooking practices, (deep fat frying - too much heat 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.

C. **IN GENERAL: OCCUPANTS ARE ADVISED TO:**

1. Know where the alarm pull stations and exits are located.
2. Call the Toronto Fire Services immediately whenever you need emergency assistance.
3. Know the correct building address.
4. Know the audible alarm signal and the procedures established to implement safe evacuation of the building.
5. **No person shall intentionally disable a smoke alarm so as to make it in operable.**
6. **Do not tamper, disconnect or cover the in suite audible device or heat detector.**
7. Notify property management if special assistance is required in the event of an emergency.
8. Report any fire hazards to supervisory staff



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.

■ 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.

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.

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.

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.

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.

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.

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.gov.on.ca/OFM>. The pamphlets are located under Public Fire Safety Information. _____

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Last Modified: October 15, 1999.

CONDOPLEX

2600/2600A/2700
Suite Panel



User Manual

Document Version 8.4
Oct 19, 1998
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PROGRAMMING PROCEDURES (Table 3)

FUNCTION	PRESS	KEYPAD DISPLAY
Delete user code or duress code.	0 (hold)	F F F F F F F F
	n n	- F F - - F F -
Add user code or duress code	1 (hold)	F F F F - - - -
	n n	O O O O F - - -
	x x x x	O O O O F O O O
	x x x x	- F F - - F F -
Change user code or change duress code	1 (hold)	F F F F - - - -
	n n	O O O O F F F F
	x x x x	O O O O F O O O
	x x x x	- F F - - F F -
Alarm duration	2 (hold)	O O O O O F O O
	01 to 99 (in seconds)	- F F - - F F -
Exit delay	3 (hold)	- - - - - - - F
	01 to 99 (in seconds)	- F F - - F F -
Entry delay	4 (hold)	- - - - - - F -
	01 to 99 (in seconds)	- F F - - F F -
Enable/Disable Entry/Exit delay tones	6 (hold)	- - - - - - F F
	01 (enable EXIT tone only)	- F F -
	10 (enable ENTRY tone only) 11 (enable ENTRY/EXIT tones)	- F F -
Notes:	hold = hold till 2 nd tone is heard n = user number (1-9 = user , 0 = duress) You must press the user number twice. x = access code You can not have two consecutive zeros in access codes.	- = light is off O = light on steady F = light flashing

USER ACCESS CODES..... 2
 USER CODES (TABLE 1) 2
ZONE DEFINITION 3
 ZONE CROSS-REFERENCE TO LIGHTS (TABLE 2)..... 3
LIGHT INDICATION WHEN "ON STEADY" 4
LIGHT INDICATION WHEN "FLASHING"..... 4
ACCESS CONTROL (OPTIONAL)..... 5
 ENABLE ENTRANCE TO BUILDING..... 5
 LATCH ELEVATOR ACCESS 5
AUDIO/VIDEO CONTROL (2600A/2700)..... 5
 CALL SECURITY..... 5
 ACKNOWLEDGE INTERCOM..... 5
 MESSAGE WAITING (INTERCOM LIGHT FLASHING)..... 6
 VOLUME CONTROL..... 6
 ENABLE VIDEO MONITOR (OPTIONAL) 6
 AUDIO ON BURG (BUILDING OPTION) 6
 PANIC ALERT (SUITE OPTION) 6
 RESIDENT CHECK-IN (OPTIONAL) 6
KEYPAD SECURITY FUNCTIONS..... 7
 ARMING..... 7
 INSTANT MODE..... 7
 DISARMING..... 7
 PANIC KEY..... 7
 EMERGENCY KEY..... 8
 CANCELLING AN ALARM..... 8
 ALARM MEMORY (KEY#1) 8
 VIEW ZONE STATUS (KEY #2)..... 8
 ENABLE AWAY MODE (KEY #3) 8
 SHUNT MODE 9
 DOOR CHIME 9
PROGRAMMING..... 10
 ENTER PROGRAM MODE..... 10
 CHANGE OR ADD USER/DURESS CODES (KEY "1")..... 10
 CLEAR USER/DURESS CODES (KEY "0")..... 10
 CHANGE ALARM DURATION TIME (KEY "2") 10
 CHANGE EXIT TIME (KEY "3") 11
 CHANGE ENTRY TIME (KEY "4")..... 11
 ENABLE/DISABLE ENTRY/EXIT TONE (KEY "6") 11
 EXIT PROGRAM MODE..... 11
 PROGRAMMING PROCEDURES (TABLE 3)..... 12

SUITE PANEL OPERATION

2600/2600A/2700

User Access Codes

The CONDOPLEX 2600/2600A/2700 series panels can be programmed with nine (9) different user codes and one (1) duress code.

USER CODES : These identify each user of the panel for normal operation of the panel. These user codes will arm, disarm and clear other alarm signals such as fire and emergency.

DURESS CODE : This special user code can be used to allow you to arm and disarm your panel and send a silent panic to security. This is only to be used if an intruder forces you to disarm your panel.

It is very important not to program any user code the same as the duress code (see 'Programming' section on CHANGE OR ADD USER CODES).

Do not use two consecutive zeros in any user codes. For example, do not use 0076 or 4500 as user codes.

User Codes (Table 1)

USER	CODE	USER NAME
1		(DEFAULT CODE = 1234)
2		
3		
4		
5		
6		
7		
8		
9		
0		DURESS CODE
MASTER		PROGRAMMING CODE ONLY

CHANGE EXIT DELAY TIME (KEY "3")

- 1) Enter PROGRAM MODE.
- 2) Press key **3** and hold till a second beep is heard. The INTERCOM LIGHT will start flashing.
- 3) Enter two (2) digits identifying the number of seconds for exit delay time (01 to 99 seconds).

CHANGE ENTRY DELAY TIME (KEY "4")

- 1) Enter PROGRAM MODE.
- 2) Press key **4** and hold till a second beep is heard. The SHUNT LIGHT will start flashing.
- 3) Enter two (2) digits identifying the number of seconds for delay entry time (01 to 99 seconds).

ENABLE/DISABLE ENTRY/EXIT TONE (KEY "6")

- 1) Enter PROGRAM MODE.
- 2) Press key **6** and hold till a second beep is heard. The SHUNT and INTERCOM LIGHTS will start flashing.
- 3) Enter two (2) digits identifying entry/exit tone settings. First digit identifies entry tone and the second identifies exit tone. Press "0" to disable and "1" to enable tone generated by the panel when in entry or exit mode. NOTE: Both entry and exit tones cannot be disabled at the same time.

EXIT PROGRAM MODE

- 1) Press **PROGR** key and hold till a second beep is heard. The panel returns to normal operation.

See Table 3 for a summary of Programming Procedures.

PROGRAMMING

ENTER PROGRAMING MODE

- 1) To enter PROGRAMING MODE press **PROGR** key and hold till a second beep is heard. All LIGHTS turn off.
- 2) Enter your MASTER CODE for PROGRAMMING MODE. The four center LIGHTS flash to indicate activation of PROGRAMING MODE.

NOTE: If any key is not pressed within four minutes the panel will exit programming mode.

CHANGE OR ADD USER/DURESS CODES (KEY "1")

- 1) Enter PROGRAMING MODE.
- 2) Press key **1** and hold till a second beep is heard. All four top lights will flash.
- 3) Press user number (1 to 9) twice or duress code (0) twice. All bottom lights will flash and all top lights will be on steady. (If only the first bottom light flashes, this indicates selected user has no code.)
- 4) Enter a new 4-digit code.
- 5) Re-enter the same 4-digits. The panel will give an audible tone verifying the code acceptance.
- 6) Repeat steps 2 through 5 for any addition users.

CLEAR USER/DURESS CODES (KEY "0")

- 1) Enter PROGRAMING MODE.
- 2) Press key **0** and hold till a second beep is heard. All lights will flash when released.
- 3) Press user number (1 to 9) twice or duress code (0) twice. An acknowledge tone will be heard to verify deletion of user code.
- 4) Repeat steps 2 and 3 for any addition users.

CHANGE ALARM DURATION TIME (KEY "2")

- 1) Enter PROGRAMING MODE.
- 2) Press key **2** and hold till a second beep is heard. The PANIC LIGHT will start flashing.
- 3) Enter two (2) digits identifying the number of minutes for alarm duration (01 to 99 minutes). Default is 5 minutes.

Zone Definition

ENTRANCE DOOR is used as ENTRY/EXIT zone.

A time delayed zone which gives you time to enter when the panel is armed and time to exit when you arm the panel.

MOTION DETECTOR is used to detect movement within the premises.

This zone follows the ENTRY/EXIT delays, therefore, it will go into alarm instantly once the panel is armed and the detector is violated prior to the entrance door being opened.

WINDOWS OR OTHER DOORS will NOT follow any delay. If panel is armed and any of these zones are opened, the panel will go into alarm regardless of ENTRY/EXIT delays.

PERSONAL ATTACK/PANIC OR MEDIC ALERT PENDANT(S) are 24-HOUR ZONES. These zones will cause an alarm regardless of whether the panel is armed or disarmed.

FIRE ZONES when activated by smoke, gas, heat detector (or manual pull station), the FIRE LIGHT will come on steady and the panel will sound a loud tone. These zones will cause an alarm regardless of whether the panel is armed or disarmed.

NOTE: Smoke Detector itself cannot be silenced until smoke has been cleared from premises.

The 2600 comes standard with 4 zone monitoring (expandable to eight), use the table below to determine a shunted zone. Each light corresponds to a zone, lights on your panel are numbered from 1-4 (top row) and 5-8 (bottom row).

Zone Cross-Reference To Lights (Table 2)

ZONE	CORRESPONDING LIGHT WHEN VIEWING ZONE STATUS	ZONE DESCRIPTION
1	ARMED/ALARM	ENTRANCE DOOR
2	STATUS	
3	FIRE	
4	EMERGENCY	
5	INSTANT	
6	PANIC	
7	SHUNT	
8	INTERCOM	

Light indication when “On Steady”

ARMED/ALARM	Indicates panel is ARMED.
STATUS	Indicates panel is DISARMED and all zones (doors, windows, etc.) are closed.
FIRE	Indicates panel has been activated by smoke detector(s).
EMERGENCY	Indicates that the EMERG key, optional remote wireless medic alert pendant or any other emergency notification device, has been activated.
INSTANT	Indicates panel is in INSTANT MODE (no exit delay and motion detectors are disabled to allow you to arm panel when you are home).
SHUNT	Indicates panel has one or more zones shunted.
ALL ON	Indicates shunt mode (no zones shunted).

Light indication when “Flashing”

ARMED/ALARM	Indicates panel is in alarm condition, if panel is armed, otherwise it indicates exit or entrance delay in progress.
STATUS	Indicates that one or more zones are open.
STATUS, FIRE, PANIC, AND SHUNT	Indicates PROGRAMING MODE is enabled.
STATUS, INSTANT, AND SHUNT	Elevator access is enabled. (optional)
PANIC	Indicates that the PANIC key or optional personal attack/panic transmitter has been activated.
INTERCOM	Indicates there is a message waiting at security.
INTERCOM/ INSTANT	Indicates Check-in Response Required

SHUNT MODE

The shunt mode is used to temporarily disable one or more zones from being armed. The SHUNT LIGHT is on when one or more zones are shunted.

To VIEW SHUNTED ZONES press the **SHUNT** key for less than two seconds. The flashing light indicates the corresponding zone will be shunted when the panel is armed (refer to TABLE 2 for zone cross-reference). The display clears in ten seconds or when the **PROGR** key is pressed.

To SHUNT ONE OR MORE ZONES press the **SHUNT** key and hold until the second beep is heard and all lights turn on, then key in zones to be shunted (1 to 8). A corresponding light will flash when a zone number is pressed (refer to TABLE 2 for zone cross-reference). FIRE and PANIC cannot be shunted. Exit SHUNT MODE by pressing the **PROGR** key and then “arm” the panel (see ‘ARMING’ above).

All shunted zones are cleared when the panel is disarmed.

DOOR CHIME

Pressing key **5** and holding until the second beep is heard will enable the door chime feature. If enabled, the chime will sound every time the entrance door is opened. To disable the door chime feature press key **5** and hold until the second beep is heard. If an apartment has a second door used for entrance and exit, the door chime for the second door can be controlled by using key **8** and the same procedure.

DOOR BELL

IF your suite is equipped with door bell buttons, they may be connected to your suite panel. This feature is available for the front door or main entrance of your suite. In suites with a second entrance door or back door an additional bell can be used that has a different tone from the front door. These bells, when connected to the panel, cannot be disabled and the tones cannot be altered.

EMERGENCY KEY

FOR 2600 PANEL: Pressing the **EMERG** key and holding until the second beep is heard will signal security for medical attention. The EMERGENCY LIGHT turns “on”.

FOR 2600A/2700 PANEL: The above procedure applies with the added feature that security can also acknowledge the call. The INTERCOM LIGHT turns “on” and a communication channel is opened. Press **AUDIO** key to terminate the call.

CANCELLING AN ALARM

After an alarm the ARMED/ALARM LIGHT flashes. Enter your 4-digit code to silence the siren (if siren is ON) or to disarm the panel (if panel is armed). All lights will turn “on” except the alarmed zone indicated by a flashing light (refer to TABLE 2 for zone cross-reference). Press the **PROGR** key to clear the memory display.

ALARM MEMORY (KEY #1)

Last zone to go into an alarm can be recalled by pressing key **1** until the second beep is heard. All lights turn “on” except the alarmed zone indicated by a flashing light (refer to TABLE 2 for zone cross-reference). Press the **PROGR** key to clear the display. Last zone on the alarm is cleared from memory if the panel is armed.

VIEW ZONE STATUS (KEY #2)

A flashing STATUS LIGHT indicates one or more zones are open. To view which zone is open, press and hold down key **2** until the second beep is heard. An open zone is indicated by its corresponding light “flashing”. A closed zone is indicated by its corresponding light “on steady” (refer to TABLE 2 for zone cross-reference).

ENABLE AWAY MODE (KEY #3)

This would apply only to suites having the occupancy detection option. The AWAY MODE signals security that the resident of the apartment will not be occupying the suite for a long period of time. To activate the AWAY MODE press key **3** and hold until a second beep is heard. This mode will automatically be disabled when the resident returns and disarms the panel or activates the motion detector.

Access Control (Optional)

ENABLE ENTRANCE TO BUILDING

When a visitor calls your suite from an Entry Phone, pressing key **6** on your panel (or telephone) and holding until the second beep is heard will release the ENTRANCE DOOR to the building and enable elevator access to your floor. Elevator and front door access will automatically reset. (Elevator access is optional.)

ENABLE ELEVATOR ACCESS

Pressing key **4** and holding until the second beep is heard enables elevator access to your floor. The STATUS, INSTANT, and SHUNT LIGHTS will flash to indicate elevator access to your floor has been enabled. If any zone is open, the STATUS light flashes at a faster rate than the other two lights. Elevator access can be reset by pressing key **4** and holding until a second beep is heard or by arming the system. In both cases the display lights will return to their normal state and the elevator button for your floor is disabled. If panel is armed this option cannot be selected.

Audio/Video Control (2600A/2700 Panels only)

CALL SECURITY

To call security press the **AUDIO** key and hold until the second beep is heard. The INTERCOM LIGHT flashes to indicate that the call has been placed. When security acknowledges, the INTERCOM LIGHT turns on steady, and communication can proceed. Press the **AUDIO** key again to terminate communication.

ACKNOWLEDGE INTERCOM

When security places an intercom call to your suite the keypad beeps once every second and the INTERCOM LIGHT flashes. To acknowledge the intercom call, press the **AUDIO** key, the INTERCOM LIGHT turns on steady, the beeping stops, and communication can proceed. Press the **AUDIO** key again to terminate communication.

MESSAGE WAITING (INTERCOM LIGHT FLASHING)

If security calls your suite and no response is received, security can leave the INTERCOM LIGHT flashing to indicate a message is waiting for you. Press the **AUDIO** key to turn off the INTERCOM LIGHT or call security (see 'CALL SECURITY' above) to receive the message.

VOLUME CONTROL

The 2600/2700 panels are equipped with two independent volume controls.

AUDIO VOLUME can be adjusted by first pressing key **9** and holding until the second beep is heard. The INTERCOM LIGHT flashes on and off. Then press any digit from 0 to 7, (7 for loudest). This adjusts the volume while talking through the panel to the security personnel. This option is only available on 2600A/2700 panels.

KEYPAD TONE VOLUME can be adjusted by using the same procedure with the exception of pressing key **7** instead of key **9**. This option changes how loud the panel's beeps and tones are.

ENABLE VIDEO MONITOR (OPTIONAL)

Pressing key **0** and holding until the second beep is heard turns ON the video monitor. Press key **0** again to turn OFF video. Video will turn OFF automatically after two minutes.

AUDIO ON BURG (BUILDING OPTION)

If your Condominium has enabled the Audio on Burg function, your 2600A panel will open the audio channel when the guard acknowledges an intrusion alarm. Hence, the security will be able to listen into your suite and inform criminals that a guard has been dispatched.

PANIC ALERT (SUITE OPTION)

If your building has been issued with Panic/Emergency Keychain Pendants, you may have the Panic Alert option activated at the security desk. If someone in your family uses their Keychain Pendant in any secured common area of the building (i.e. underground parking), your 2600A/2700 panel will sound an audible alarm until the guard acknowledges the alarm at the security desk. Your 2600A/2700 Panic light will continue to flash until you key in a user code.

RESIDENT CHECK-IN

When Enabled, the resident is prompted to notify security of their presence within a given time period, i.e. 9:00am to 10:00am. The Instant and Intercom lights will flash until the resident check-ins by pressing the instant key. If the resident does check-in, an alarm will sound at the security desk.

Keypad Security Functions

ARMING

Before arming the panel ensure STATUS LIGHT is on steady. Panel will not arm if STATUS LIGHT is flashing (see 'ARMING MEMORY' below to identify violated zone or 'SHUNT MODE' below to shunt or by-pass a zone).

To arm the panel enter your 4-digit alarm code. The ARMED LIGHT will come on and an EXIT TONE will sound for the duration of the EXIT DELAY (e.g. 20 seconds). The EXIT DELAY time has been preset but can be changed to a desired time in seconds (see 'Programming'). Within this time you may exit the premises without causing an Alarm. At the end of the exit delay, the exit tone will stop, the ARMED/ALARM LIGHT will turn "on steady" and the STATUS LIGHT will turn "off". The panel is now Armed.

If an access code is entered incorrectly, press the **PROGR** key and re-enter the code.

INSTANT MODE

With the panel disarmed, press the **INSTANT** key and hold until the second beep is heard. The INSTANT LIGHT turns on. Arming the panel (see 'ARMING' operation) arms the panel with no entry/exit delay and disables interior zones (e.g. motion detectors). Instant mode is used to arm the panel while still remaining in the suite.

DISARMING

On entry from the front entrance, the entry warning tone is activated and you must enter your 4-digit access code within the ENTRY DELAY TIME (e.g. 30 seconds) to disarm the panel. The ENTRY DELAY TIME has been preset but can be changed to a desired time in seconds (see 'Programming' section). If a valid code is not entered during the allowed delay time the panel will then go into ALARM.

If an access code is entered incorrectly, press the **PROGR** key and re-enter the code.

PANIC KEY

Pressing the **PANIC** key and holding until the second beep is heard will send a silent alarm to security. The PANIC LIGHT turns "on".

A TENANT'S GUIDE TO CONDO LIVING

WHAT IS A CONDOMINIUM?

“Condominium” is a method of property ownership. A residential condominium can be a high-rise building, a group of townhouses, single family homes, semi-detached homes or any combination of the above. Each condominium is operated by a “Condominium Corporation”. A unit owner becomes a member of the Condominium Corporation at the time he or she purchases a unit.

HOW DO I KNOW IF THE HOME I WILL BE LIVING IN IS IN A CONDOMINIUM CORPORATION?

Ask the landlord you are renting from whether the property is in a condominium. If the unit you are renting is in a condominium, you must deal directly with the owner of the unit for matters relating to the unit itself, but you also may have to deal with the Board of Directors or Property Manager from time to time for issues relating to your use of the condominium and its common areas.

HOW CAN I KNOW MY RESPONSIBILITIES AS A RESIDENT OF A CONDOMINIUM?

Every condominium has a set of governing documents consisting of: (1) a declaration; (2) one or more by-laws; and (3) rules. As a resident of the condominium you are required by law to abide by the provisions found in those documents as well as the Condominium Act, 1998. Your landlord is supposed to give you a copy of those documents. You should read them carefully to understand what you can and cannot do as a resident of the condominium. Both you and the owner of your unit can be held

responsible for any breach of those provisions by you. If a resident continues to breach those provisions, the Condominium Act, 1998, gives the Condominium Corporation the authority to take that person to court and even to seek an order from the court terminating a tenancy.

WHO IS ON THE BOARD OF DIRECTORS AND WHAT DO THEY DO?

The Condominium Corporation holds an Annual General Meeting attended by the owners, at which time a Board of Directors is elected. The Board of Directors is usually made up of individual unit owners, although the by-laws might allow other people, including tenants, to be elected. It is the responsibility of the Board of Directors to manage, control and administer the common elements and any assets of the corporation and to enforce the provisions in the Condominium Act, 1998, and the declaration, by-laws and rules of the Condominium Corporation.

IS THERE A PROPERTY MANAGER?

In the majority of cases, the Board of Directors of a Condominium Corporation contracts the services of a Property Management company to manage the day-to-day affairs of the condominium. The Property Manager can be authorized to carry out almost all of the responsibilities of the



Board of Directors (under the Board's direction). However, neither the Board nor the Property Manager is your landlord. Unless your landlord has entered into a separate contract to have the Property Manager represent the landlord, any problems you have with the unit must be resolved by you with your landlord directly. While the Property Manager does not make decisions or dictate outcomes regarding your property, he or she can be a valuable resource for information which may not be provided to you by the landlord or to deal with emergencies or other matters when your landlord is unavailable. Do not hesitate to call your Property Manager if you have any questions. Your Property Manager will be able to provide you with answers and information or direct you to someone who can.

WHAT ARE THE LANDLORD'S OBLIGATIONS WHEN RENTING A CONDOMINIUM UNIT?

In order to ensure that you are aware of what you can and cannot do both inside and outside your unit, the landlord is obligated to provide you with copies of the condominium's declaration, by-laws and rules. The Landlord is required to give you this information before you sign the lease. These documents contain the rules of the condominium, which usually include guidelines about such matters as parking, pets, garbage collection, use of recreation facilities and who to call in case of an emergency. If you are not provided with this important information, call your landlord and request it: your landlord is responsible for providing you with that information.

IS THE CONDOMINIUM ENTITLED TO INFORMATION ABOUT YOU?

The landlord is required by the Condominium Act, 1998 to provide the Condominium Corporation with a copy of your lease or a tenant information form prescribed by legislation. This form lets the Board of Directors and Property Manager know who is renting the unit, how to contact you and certain provisions of your lease arrangement (including rental amount and term). This information is not shared with anyone else and is used solely for the purposes of maintaining accurate and up to date corporate records and to ensure the Board or Property Manager knows who is in the condominium to maintain the security of the property and deal effectively with any emergency situations. You may also be asked to provide additional information such as "Emergency Contact Information" and "Vehicle Registration Information". Your lease or the condominium's governing documents may require you to provide this information. Privacy

legislation effective January 1, 2004, ensures that neither the condominium corporation nor the Property Manager uses this information for anything other than condominium related purposes.

WHAT ARE "UNITS", "COMMON ELEMENTS" AND "EXCLUSIVE USE COMMON ELEMENTS"?

The "unit" is the part of the condominium property owned exclusively by your landlord. What makes up a "unit" is determined by the condominium documents. Although the variety of possibilities is virtually endless, typically the unit boundaries are the drywall on the outside walls or walls between units, the interior surfaces of doors and windows, the surface of concrete floor (in the basement or lower floor of multi-level units) and the surface or drywall on the upper ceiling. In some units (usually in condominiums that consist of townhouse or bungalow style homes) the boundaries can extend all the way outside of the actual building, to include external parts of the building or even the front, rear and/or side yard areas.

All areas that are not defined in the condominium documents as being part of the units are called "common elements". Common elements are parts of the condominium property that are owned collectively by all of the unit owners. Some typical examples of common elements are: roads, parking areas, landscaped areas, roofs, windows, doors, foundations, balconies, decks and porches. However, as discussed above, it is also possible some or all of these things can be components of the units if so defined in the condominium documents.

Some areas of the common elements may be designated in the condominium's declaration for the exclusive use of the residents of one unit. These are often referred to as "exclusive use common elements". Typical examples of such designated parts of the property include balconies, parking spaces, storage lockers, driveways, porches and patios; however, it is possible that none of these areas will be so designated. You are not permitted to use the exclusive use areas that are allocated to another unit. Your use of the exclusive use areas is subject to the condominium rules.

The Condominium Act, 1998 and governing documents of the condominium set out different rules for dealing with units and common elements.

For example, under the Condominium Act, 1998, you cannot make any changes or improvements to

a common element area, including exclusive use common elements areas, without the permission of the Landlord and the consent of the condominium's Board of Directors. For most changes you might want to make, your landlord may have to enter into a special agreement with the condominium corporation that will get registered on title to the unit. The landlord may require a similar agreement and the costs of entering into such agreements from you. These requirements apply even for seemingly minor or regular changes, such as installing a satellite dish on a roof, outside wall or balcony railing of the unit.

You should ask the Landlord or check the condominium documents to find out where the unit boundaries are and if there are any parts of the common elements that are designated for the exclusive use of any of the units.

WHO IS RESPONSIBLE TO REPAIR AND MAINTAIN THE UNIT AND COMMON ELEMENTS?

The Condominium Corporation is always responsible for repairing damage that occurs to the common elements that are not designated for the exclusive use of any unit. Typically, this will include all or most of the outside areas of a condominium townhouse or apartment. The Condominium Corporation may also be required to maintain those outside areas, even if they are technically part of the unit or designated as exclusive use areas. All of this is dependent on what is set out in the condominium's governing documents.

If there are exclusive use areas allocated to a unit, the owner of that unit is usually responsible for keeping these areas clean and tidy at all times as well as for removing snow and ice.

Usually, all repairs and maintenance required on the inside of a condominium townhouse or apartment are the responsibility of the unit owner (landlord), not the Condominium Corporation. Some examples of typical ensuite repairs are: leaky taps, plugged toilets, defective appliances, problems with the furnace or air conditioning, door locks, window screens and garage door openers. Call your landlord if you experience these types of problem. It is possible the Condominium Corporation is responsible for some repairs or maintenance inside a condominium unit but this is not usually the case.

As noted above, your landlord might contract with the Property Manager for the care of your rented unit. If that is the case, the landlord may direct you to call the Property Manager instead.

It is usual that a landlord will pass on some or all of his or her maintenance and repair responsibilities as unit owner to the tenant of the unit. This may be subject to certain provisions in the Tenant Protect Act, 1997. If these areas are not adequately maintained or repaired, the Condominium Corporation can do the work required and invoice the landlord for the full amount. Typically, the landlord will then likely seek to be reimbursed by the tenant.

WHAT INSURANCE DO I NEED?

The condominium is responsible to insure the common elements and certain parts of the unit defined in the condominium documents as the "Standard Unit". Standard Unit definitions are not uniform from one condominium to another.

The owner of the unit is responsible to insure all components of the unit over and above the defined standard unit.

The tenant is responsible to insure all the tenant's personal belongings and Contents of the unit. It is strongly recommended that a tenant insurance policy is purchased which will not only cover your personal contents but also liability insurance and third-party deductible. A tenant may be held responsible for damage caused to the home and/or to other homes or parts of the common elements in the condominium, as well as for personal injuries of other people, so it is crucial to have sufficient and appropriate insurance.



EMERGENCY SITUATIONS

FLOOD	Caused by an overflowing toilet, leaking hot water tank, defective washing machine / dishwasher / water softener / frozen pipes	<ul style="list-style-type: none"> • Know where the shut off valves are to turn off these appliances and water to the home. • Call the Property Manager and your landlord immediately if the water is causing damage to the unit, other units or common areas. • Have landlord check that they function properly so that they work if needed.
FIRE	Grease / electrical / wood	<ul style="list-style-type: none"> • Ensure the smoke detectors, heat detectors and carbon monoxide detectors, (if applicable) are functioning. • If the Condominium Corporation has inspections or tests of such equipment, cooperate fully at all times. • Have a fire extinguisher handy that is rated for all types of fires but do not risk your life or being injured if the fire is out of control or the room is filling with smoke. • Leave the building and call 911 • If the building is equipped with external fire alarms, pull the nearest one. • Ensure all occupants know the fire escape plan. • If you have a pet carry it or keep it under control.
GAS	Smell of gas odors, gas furnace not working	<ul style="list-style-type: none"> • If you smell gas odours, immediately vacate the unit and call 911 or the emergency gas number for your local gas supplier. • Contact the Property Manager and your landlord. • Call the landlord for furnace or other gas appliance repairs.
HYDRO	No power to home or part of home	<ul style="list-style-type: none"> • If you lose power to your home or part of it and it is not a general power failure for the area it may be a breaker or fuse. • Be familiar with the breaker panel/fuse box. • Do not attempt to make your own electrical repairs. • Call the landlord for unit repairs or the Property Manager if the blackout affects other units.

For students, parents can usually add their son/daughter's residence as an "additional property location" to their own home policy at a very reasonable cost.

WHAT DO I DO IN EMERGENCIES?

In the unlikely event that an emergency situation occurs in your unit, you should ensure that you have been told what to do and who to contact. Please see above chart.

LIFE SAFETY BUILDING CODE REQUIREMENTS

You should make sure that the landlord has complied

with all applicable municipal by-laws before permitting a bedroom or kitchen in a basement. This is not only to ensure that the property meets all applicable building codes and regulations, but that it is properly set up so you are able to escape in the event of a fire. If in doubt contact the local building or zoning department.

OTHER EMERGENCIES

Some condominiums will provide tenants with a "Welcome Package" or "Tenant Information Book" which outlines the numbers to call in the event of an emergency. Professional management companies

have an emergency number which owners and tenants can call in the event of a common element emergency. Be familiar with the local numbers to call FIRE, POLICE, AMBULANCE, GAS, and HYDRO. Know your complete address and the closest street intersection: this information will assist the emergency crew in finding you.

CAN I PUT UP WINDOW COVERINGS?

Most condominiums restrict the use of flags and other interior window treatments such as newspapers, or foil paper as window coverings. Check the rules.

WHAT ABOUT PARKING?

Before you sign the lease, confirm the number of parking spaces available for your use with the landlord and the property manager. Most condominiums do not have extra parking. You cannot use Visitor Parking spaces to park your own vehicles. Visitors who stay for an extended period of time also may not be permitted to use the Visitor Parking spaces. Some condominiums may have extra parking but a monthly fee is charged. Condominiums do enforce their parking rules. Some condominiums have a contract with the municipality or private security companies whereby Enforcement Officers regularly patrol the properties and ticket illegally parked vehicles.

CAN I HAVE A PET?

Check the condominium declaration and rules to find out whether you can keep a pet. Some condominiums have provisions in their documents that restrict the type, number, size of pet(s) permitted or even prohibit pets altogether. These provisions are enforceable and not affected by or subject to the Tenant Protection Act. There are usually restrictions against allowing pets to be left unleashed and unsupervised anywhere on the property. "Stooping and scooping" is required. Noisy dogs left to bark either inside or outside are not condoned. Also note that many condominiums have the legal right to deem pets a nuisance and have them ordered removed from the property, should problems arise. You should either read the condominium documents or contact the Property Manager to find out what, if any, pets are permitted.

WHAT ABOUT SMOKING?

In most apartment style condominiums smoking is not allowed in common areas such as lobbies, hallways, recreation rooms or underground parking garages. If second hand smoke becomes a

nuisance to adjoining residents you may asked to take measures to curb it, such as buying an air filter, keeping your windows/doors closed or not smoking on your balcony/patio.

WHO PAYS COMMON EXPENSES AND WHAT IF THEY ARE NOT PAID?

The owner is required to pay a monthly common element assessment (condominium) fee every month to the Condominium Corporation. This fee pays a portion of the costs of the overall upkeep of the property that are the responsibility of the Condominium Corporation. If the owner of a unit that is rented defaults in his or her payments, the corporation has the right to require the tenant to re-direct part or all of the rent to the corporation until the arrears are paid. A tenant would receive a notice explaining this requirement if it becomes necessary. In this case, the owner cannot sue the tenant for unpaid rent or threaten to terminate the tenancy. Neither will the tenant's credit be affected if the Condominium Corporation seizes some or all of the rent. Usually the condominium does not involve the tenant in cases of arrears, but simply registers a lien which does not affect the tenant unless the unit is sold to recover the debt. However, you should be aware that the right of the condominium to seize rent for arrears of common expenses does exist and any demands for payment received by the tenant from the Condominium Corporation should not be ignored. A tenant faced with such a claim should likely contact his or her own lawyer for advice.

ARE THERE RULES ABOUT NOISE?

Most municipalities have a 24-hour noise by-law which applies to any and all noise deemed to be excessive at any time of day or night. Condominium Corporations will often have rules prohibiting excessive noise as well. Noises emitting from loud stereos, parties and pets are not appreciated by neighbours and can result in court proceedings. If court proceedings are undertaken by the Condominium Corporation, the costs can often be recovered from the unit owner and the occupants of the unit. The costs are usually in the thousands of dollars. It is crucial to ensure that the rules about noise (and the rules generally) are complied with as there are efficient enforcement mechanisms set out in the Condominium Act, 1998.

CAN I USE THE RECREATIONAL FACILITIES?

Some condominium corporations have recreation facilities such as pools, tennis courts, exercise

rooms, saunas and club houses. You can obtain more information from the landlord, Board of Directors or Property Manager on how you can enjoy the use of these facilities. There are likely provisions dealing with this in the condominium documents.

WHAT ABOUT WASTE COLLECTION/RECYCLING?

Check with the landlord, Board of Directors or Property Manager on how to dispose of your garbage and recyclable materials. There are likely provisions dealing with this in the condominium documents. Since these provisions relate to health, comfort and condition of the property, the Condominium Corporation will usually enforce such provisions very strictly.

WHERE DO I GET KEYS, PARKING PERMITS OR RECREATION PASSES?

In the majority of cases, all keys, permits and passes would be issued to you by the landlord. You will likely need to pay a fee if you lose any one of them.

ARE THERE RESTRICTIONS ON THE USE OF COMMON ROADWAYS AND DRIVEWAYS?

For the safety of all residents, skateboard riding, ball throwing, street games (ball hockey, soccer) are typically not permitted on the common roadways, driveways and parking areas. Under the Condominium Act, 1998, all dangerous behaviour is prohibited on condominium property. You should be very careful to drive at safe speeds, even if no speed limit is marked.

CAN THE UNIT BE USED AS A “LODGING HOUSE”?

Your municipality may have lodging house by-laws prohibiting an owner from renting a unit to more than a certain number of unrelated persons. For example, in the City of Guelph the maximum is three unrelated persons. All complaints received by the Condominium Corporation or Property Manager will be investigated and if a violation seems to be occurring, it will be reported to the City by-law enforcement officer. Such use of the unit could also affect the condominium's insurance and therefore may be prohibited by the condominium declaration or rules. You should be wary of assurances from a landlord that he or she is allowed to rent to more occupants than there are originally constructed bedrooms (i.e., not counting bedrooms built in basements or by dividing up other rooms). If in doubt, contact the Manager or the Municipal By-law Enforcement office before signing a lease.

WHAT DO I DO ON MOVING DAY?

Most high rise condominiums have rules respecting moving furniture in and out. You may have to reserve an elevator in advance and pay a damage deposit. Some condominiums prohibit moving on Sundays and holidays and require you move in or out only during designated hours. Check the rules the landlord gives you or call the Property Manager for more information. These rules normally don't apply to town house style condominiums but it would be safer to check to make sure.

BE A GOOD NEIGHBOUR

The majority of condominium units are occupied by their owners. Some home owners may be nervous about having tenants living next door, so don't hesitate to introduce yourself and let them know you intend to be a good neighbour. A few kind words or good deeds (like shovelling snow for an elderly resident) will help to eliminate these concerns, although the best way to show you are a good neighbour is by complying with the condominium rules and avoiding creating any unnecessary nuisance (odours, noise, garbage, etc.). Whether you are in a high rise or town house condominium noise tends to travel easily between units, so be considerate and turn down the volume.

WHERE CAN I OBTAIN MORE INFORMATION ON CONDOMINIUMS?

You can obtain more information on condominiums by logging on to any one of the Canadian Condominium Institute Chapter's web site or the Institute's national web site listed on the back cover of this brochure.



THE VOICE OF CONDOMINIUM

EMERGENCY NUMBERS

Police _____

Fire _____

Ambulance _____

CALL 911 WHERE APPLICABLE

Hydro _____

Gas _____

Water _____

Condominium Manager _____

Address: _____

Tel: _____

Fax: _____

Email: _____

Condo Superintendant _____

Tel: _____

Condominium Address _____

Nearest Intersection _____

CCI Addresses

CCI-National

cci.national@taylorenterprises.com
www.cci.ca

CCI-Vancouver

BCCI@vancondo.com

CCI-North Alberta

info@cci-north.ab.ca
www.cci-north.ab.ca

CCI-South Alberta

info@cci-south.ab.ca
www.cci-south.ab.ca

CCI-North Saskatchewan

chetan@suncorp.ca

CCI-South Saskatchewan

cci@accesscomm.ca
www.cci.ca/ssc

CCI-Manitoba Chapter

CCIManitoba@hotmail.com
www.cci.ca/Manitoba

CCI-Toronto and Area Chapter

cci.toronto@taylorenterprises.com
www.ccitoronto.org

CCI-London & Area

ccisw@cci-sw.on.ca
www.cci-sw.on.ca

CCI-Ottawa

cciottawa@magma.ca
www.cci.ca/ottawa

CCI-Golden Horseshoe

email@ghccci.org
www.ghccci.org

CCI-Hurononia

ccihurononia@rogers.com
www.cci.ca/Hurononia

CCI-Windsor-Essex County

amthielk@clarkslaw.com
www.cci.ca/Windsor

CCI-Northwestern Ontario

Email: ccinorthontario@shaw.ca

CCI-Nova Scotia Chapter

info@cciatlantic.ca
www.cciatlantic.ca

CCI-Newfoundland & Labrador Chapter

Email: coliver@martek.ca

COMPLIMENTS OF THE GOLDEN HORSESHOE CHAPTER



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Telephone 905-631-0124 • Toll Free 1-877-444-2496 • Facsimile 905-634-7367
www.ghccci.org • email@ghccci.org

The Canadian Condominium Institute is a national independent non-profit organization administered by volunteers drawn from all areas of the condominium community. It is the only national organization providing directors, unit owners, tenants and property managers with education, advice and support about condominiums. The Golden Horseshoe Chapter comprises Southern Ontario municipalities in the regions of Halton, Hamilton-Wentworth, Niagara, Haldimand-Norfolk, Waterloo, and the counties of Brant and Wellington.

The information contained within this brochure is general in nature and should not be construed as legal or other professional advice. If legal or other professional advice is required the reader should consult with an appropriate and competent professional.



VACATION NOTIFICATION

SUITE: _____

NAME: _____

LEAVING: _____
(Date)

RETURNING: _____
(Date)

INTERIM ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME: _____ RELATIONSHIP: _____

PHONE (HOME): _____ (BUS.): _____

EMAIL: _____

AUTHORIZED PERSONS TO ENTER MY SUITE DURING MY ABSENCE:

NAME: _____ PARKING PASS REQUIRED [] YES [] NO

LICENSE PLATE: _____ MAKE OF CAR: _____

MODEL: _____ COLOUR: _____

DATE: _____

SIGNATURE: _____

Pet Registration Form

Resident Name: _____

Suite Number: _____

Telephone Number: _____

Email Address: _____

Name of Pet: _____

Breed: _____

Size & Weight: _____

Colour: _____

Age: _____

License Number: _____

Vet's Name: _____

Vet's Phone Number: _____

Resident Signature: _____

Date: _____

** Photo of Pet to be supplied to Management Office

RESIDENT INFORMATION SHEET	SUITE #
-----------------------------------	----------------

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

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

Owner Tenant Lease copy attached (required) Lease Term _____

OWNER (S) INFORMATION

Name of Owner(s) _____
Last Name *First or Given Name*

_____ *Last Name* *First or Given Name*

Other Residents _____

Other Residents _____

Telephone No: H. (____) _____ Telephone No: B. (____) _____

Cell: (____) _____ e-mail: _____

Address (off site): _____

TENANT (S) INFORMATION

Name of Principal Tenant(s) _____
Last Name *First or Given Name*

_____ *Last Name* *First or Given Name*

Other Residents _____

Other Residents _____

Telephone No: H. (____) _____ Telephone No: B. (____) _____

Cell: (____) _____ e-mail: _____

VEHICLE INFORMATION

Parking Spot No: _____ **License Plate #** _____
Make & Model of Vehicle _____ **Colour of Vehicle** _____



HANDICAPPED OR REQUIRING ASSISTANCE INFORMATION SHEET

If someone in your suite is handicapped, please advise management so that we can give the information to the fire department in the event of an emergency.

Name: _____, _____ Handicap: _____

EMERGENCY CONTACT (FAMILY/CLOSE FRIEND)

Name: _____ Relationship: _____

Telephone No: (Home): _____ (Business): _____

SUMMARY OF INSURANCE

Insurance/Copy attached

INSURANCE IS REQUIRED BY OWNER AND TENANT.

If your unit is rented, please ensure your Tenant also provides the information noted above.

Insurance Company _____

Insurance Broker _____

Policy Number _____ Effective Date of Policy _____ Expiry Date of Policy _____

PET REGISTRATION FORM

Name of Pet: _____ Breed: _____ Size and weight: _____

Colour(s): _____ Age: _____ License No: _____

Vet Name: _____ Vet phone No: _____

ENTRY DEVICES

Remote Control # _____

Fob # _____

Fob # _____

Fob # _____

ENTERPHONE

I acknowledge that I am responsible for any visitors permitted entry via the enterphone system.

Resident Initial(s) _____ Owner Tenant Initial S/O _____

Name to be listed on the directory board: _____

SIGNATURE

Owner Tenant

Signature: _____ Signature: _____ Date: _____



TSCC # 2149

PARCEL AND LETTER ACCEPTANCE WAIVER

The undersigned resident(s), who is/are 18 years of age or older, of Lumiere Condominiums on Bay hereby acknowledges that TSCC # 2149; MenRes Property Management Inc. or Group 4 (G4S) have no obligation whatsoever to accept, on behalf of any resident or tenant, delivery of any letters or parcels left with them at the Concierge desk.

In consideration, building staff providing this assistance and in accepting and notifying me/us of delivery to the Concierge Desk of letters, packages and parcels addressed to my attention, I/we hereby irrevocably release TSCC # 2149, MenRes Property Management Inc., or Group 4 (G4S), their respective employees, officers, servants and agents from any and all liability and claims howsoever arising from their temporary custody of any such written communication, parcels or other items received by them on my/our behalf, whosoever caused.

**There is no acceptance of registered mail, keys, dry cleaning, cash, medication and food by the security desk.
Due to space availability we have to restrict the size of your parcel to maximum 1'X1'.
Packages will only be kept for 48 hours prior to returning.
Please bring valid i.d. with you to retrieve your parcel.**

Suite Number _____

Resident Name _____ 2nd Resident's Name _____

Resident Signature _____ 2nd Resident's Signature _____

Please circle one: Owner / Tenant

Date

Time

Security Officer – initial

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

Owner or Tenant's Acknowledgment Form

Toronto Standard Condominium Corporation No. 2149

I/We _____

the undersigned, as owner (s) and/or tenant(s) of **Suite No.** _____ located at *770 Bay Street* in Toronto being Unit _____, Level _____ according to Toronto Standard Condominium No. 2149 (the "Suite"), do hereby agree and undertake on behalf of myself/ourselves and any Resident or Occupants of the said Unit that I/We shall comply with the Provisions of the Condominium Act **1998. S.O., c. 19** and Regulations, **O.R. 48/01** and all subsequent amendments thereto, and also the Declaration, By-laws, Rules and Regulations and Policies of the said Toronto Standard Condominium Corporation No. 2149 (The "Corporation").

I/We acknowledge that I/we are subject to the provisions contained in the said Act, Declaration, By-laws and Rules of the said Corporation.

I/We further acknowledge receipt of the Declaration, By-laws and Rules of the said Corporation from the owner.

I/We intend to occupy the Suite with the persons named above as our principal residence for the stated term of the lease accompanying this Acknowledgement Form and for no other purpose and I/We further acknowledge and agree that those persons named herein will be entitled to reside in the Suite, subject always to my/our right to have guests and visitors from time to time in accordance with the Rules. I/we are aware that short-term and hotel type rentals such as AirBnB are **not permitted**. I/we acknowledge that the entry devices (fob or garage opener) will be de-activated if they are handed to a non-resident.

I/We further acknowledge that:

- i. A **one**-bedroom unit is restricted to a maximum of **three (3)** persons
- ii. A **two**-bedroom unit is restricted to **five (5)** persons

I/We further acknowledge and understand that in the event that I/We or any occupant residing in the Suite contravenes the provisions of the Declaration, By-laws and Rules of the Corporation, my/our tenancy may be terminated in accordance with the provisions of the Condominium Act.

Dated at TORONTO this _____ day of _____, 20_____

owner/tenant's signature

owner/tenant's signature

TSCC # 2149
ELEVATOR RESERVATION AGREEMENT
(MOVE-IN /MOVE-OUT /DELIVERY)

Reservation requested by: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent		Suite #:
Name:		
Home Tel. #:	Business Tel. #:	Cell #:
Move-In: <input type="checkbox"/>	Move-Out: <input type="checkbox"/>	Delivery: <input type="checkbox"/>
Date of Reservation:	FROM: <input type="checkbox"/> AM <input type="checkbox"/> PM	TO: <input type="checkbox"/> AM <input type="checkbox"/> PM
ELEVATOR BOOKINGS MONDAY TO SATURDAY: 9 am – 12 Noon; 12 pm – 3 pm; 3 pm – 6 pm		

I understand and agree to the following conditions:

1. I shall deposit with the Corporation upon signing this agreement, a refundable security deposit in the amount of **\$250.00** by bank draft, certified cheque or money order payable to **TSCC#2149**. This amount will be refunded on the third (3rd) business day after completion of the move if I, my agent(s) or moving company has not caused any damage to the common elements area of the Corporation. I will forfeit my deposit if there is any items (furniture) left in the move in area or the common elements.

I understand the Corporation will deactivate all entry devices fob and garage remote devices in my possession in the event of move out.

**** Please be reminded that Security and/or Management will NOT accept keys, fobs or remote control.**
2. I shall notify the Concierge and request an inspection of the common element and elevator immediately prior to using the elevator. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the elevator and affected common elements area.
3. I shall be liable for the full cost of all repairs to any damage which may occur as a result of the use of the elevator by me or my agents. I shall accept the cost of repairs as assessed by the manager and acknowledge that all or part of the security deposit shall be withheld and applied towards the cost of repairs.
4. I shall only use the elevator during the term of the reservation.
5. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation.
6. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation.
7. I agree that the PROTECTIVE PADS must be in place prior, during and until the completion of the final inspection.

I hereby acknowledge that I have read this Agreement and I agree to abide by the Rules of the Corporation enforce from time to time.

Dated at Toronto this _____ day of _____ 2016.

Applicant's Signature

RESIDENTS MUST BRING ALL CARD BOARD BOXES DOWN TO THE LOADING DOCK FLATTEN AND PLACE INTO THE BLUE BIN.

INSPECTION

AREA INSPECTED	PRE- INSPECTION	POST INSPECTION
		(Please list comments below, if there are any damages.)
Loading Dock Area		
Moving Room and Doors		
Ground Level Lobby and Doors		
Elevator Doors/Frame		
Elevator Cab/Pads		
Corridor Floors/Walls/Light Fixtures		
Suite Door & Frame		
Stairwell		
Chute Room		
All boxes, debris disposed of		
Move in areas or the compactor room. DO NOT RETURN CHEQUE IF THERE IS FURNITURE LEFT BEHIND		
	Superintendent/Concierge Signature:	Superintendent/Concierge Signature:
	Resident Signature:	Resident Signature:

I acknowledge return of the security deposit cheque in the amount of \$250.00 on this _____ day of _____, 2016.

Resident Signature:

Concierge Signature:

Please return Elevator Form to the Management Office once the cheque has been picked up by the resident and the move has been completed.