

RESIDENT INFORMATION FORM

Project Name: **Suite/Unit #:** **Tower/Block #:**

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

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

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:

Tel. No. (Home): () **Tel. No. (Business):** ()

Cell: () **E-mail:**

Off-site Address (if applicable):

TENANT(S) INFORMATION

Name of Principal Tenant(s):
Last Name First or Given Name

Last Name First or Given Name

Other Residents:

Other Residents:

Tel. No. (Home): () **Tel. No. (Business):** ()

Cell: () **E-mail:**

VEHICLE INFORMATION

Parking Space No.: **License Plate #:**

Make & Model of Vehicle: **Colour of Vehicle:**

Parking Space No.: **License Plate #:**

Make & Model of Vehicle: **Colour of Vehicle:**

DISABLED OR REQUIRING ASSISTANCE

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

Name: Relationship:

EMERGENCY CONTACT

Name: Relationship:

Tel. No. (Home): () Tel. No. (Business): ()

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

SUMMARY OF INSURANCE

Insurance/Copy attached

Insurance is required by owner and tenant.

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 #:

Remote Control #: Fob #:

ENTERPHONE (IF APPLICABLE)

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

Resident Initial(s): Owner Tenant

Name to appear on the enterphone system:

SIGNATURE

Owner Tenant

Signature: Signature: Date:

TENANT CHECKLIST

Before moving into your new community, please take a moment to review each item below and ensure that they are completed; as a tenant, you are responsible for the following. Should you have any questions about this list, please do not hesitate to contact Property Management during business hours. Once the checklist is completed, we ask that you sign and date this form and kindly return it to Property Management.

- I have completed the Resident Information Form given to me by my landlord and/or Property Manager and returned it to Property Management.
⋮
- I have received a copy of my lease from my landlord.
⋮
- I have ensured that I have the necessary insurance required when living in a condominium, including insurance for Contents and Liability. I have also provided a copy of my insurance to my Property Manager.
⋮
- I have received parking and/or locker assignments (if applicable), suite keys, mailbox keys and FOBs directly from my landlord.
⋮
- I am aware that I am not to leave my rent cheques or keys with the concierge desk and arrangements are to be made directly with my landlord.

Name (please print): _____

Signature: _____ Date: _____

Tower: _____ Suite: _____

ELEVATOR RESERVATION AGREEMENT EAST TOWER (MOVE-IN/DELIVERY/MOVE-OUT)

For your convenience, elevator reservations can be made online via *Condo Control Central* (www.condocontrolcentral.com). If you are unable to do so, please contact your Property Manager for assistance.

Reservation requested by: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent		Tower:
Name:		Suite #:
Home Tel. #:	Cell #:	Business Tel. #:
Move-In: <input type="checkbox"/>	Delivery: <input type="checkbox"/>	Move-Out: <input type="checkbox"/>
DATE:	FROM:	TO:
Elevator bookings are ONLY permitted from MONDAYS to SUNDAYS 12:00 PM - 2:00 PM 5:00 PM - 7:00 PM 2:30 PM - 4:30 PM 7:30 PM - 9:30 PM		
All Move-ins/Outs and deliveries are to be booked by the Customer Care Coordinator, Ana Izquierdo via e-mail at harbourcc@menkes.com		
MOVING COMPANY/RENTAL: <i>(Must be completed)</i>		PLATE# TEL:

I understand and agree to the following conditions:

1. I shall provide a refundable security damage deposit payable to Harbour Plaza Residences Inc., by way of cheque in the amount of \$250.00 by signing this agreement or by way of credit card if booked online via Condo Control Central. This amount will be refunded upon completion of the move and not having caused any damage to the common elements area. I will forfeit my deposit if there are any items left in the move in areas.
2. **I shall notify the Concierge and request an inspection** of the common elements, including loading dock area and elevators immediately prior to using the elevators. Upon completion of the move or delivery, I shall forthwith request a re-inspection of the elevators and ALL 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 my booking 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. If the repairs are greater than the value of the deposit, I will provide the difference upon request.
4. I shall only use the elevators, loading dock and affected common areas during the term of the reservation. I shall acknowledge the **maximum length of my truck is 24 feet**. Only one vehicle is permitted to park in loading/moving area.
5. I shall take reasonable precautions to prevent unauthorized entry into the building during the term of the reservation. I shall take full responsibility for all my personal items left unattended and left in the loading dock area or mezzanine.
6. I shall not obstruct corridors and elevator lobbies prior to, during or after the term of the reservation.
7. I agree that the elevator protective pads must be in place prior, during and until the completion of the final inspection.
8. **I AGREE to remove all garbage/large items/furniture and will not leave anything behind, otherwise I forfeit my \$250.00 deposit.**

*Please note that if the moving elevator malfunctions prior to or during your move, Management will not be held responsible for any costs incurred or refunds as a result of additional moving costs.

I hereby acknowledge that I have read this Agreement and I agree to abide by the Rules and Regulations.

Dated at Toronto this ____ day of _____ 2017. Applicants Signature: _____

RESIDENTS MUST DISPOSE OF ALL GARBAGE AND BOXES AFTER COMPLETION OF MOVE/DELIVERY

AREA INSPECTED	PRE- INSPECTION	POST INSPECTION
Loading Dock		
Loading Dock Door		
Moving Route Area		
Service Elevator Doors/Frame/Cab		
Mezzanine Level Elevator Corridor		
Mezzanine Moving Elevator Door/ Frame/ Cab/Pads		
Corridor Floor /Walls/Light /Fixtures		
Suite Door/ Frame /Door Handel		
Stairwell		
All boxes, debris disposed of		

	Superintendent/Concierge Signature:	Superintendent/Concierge Signature:
	Resident Signature:	Resident Signature:

RULES & REGULATIONS

The following is an overview of the general rules and regulations specific to Harbour Plaza Residences that when followed, will ensure that you and other residents enjoy your new home for many years to come. For a full list of rules and regulations, please refer to your proposed condominium documents or speak with your Property Manager directly. For your review, we have also included a standard condominium rules and regulations document. Please note that rules and amenity hours are subject to change.

COMMON ELEMENTS

- Installing items in or on any common element is prohibited without consent of the Board. This includes “exclusive use” areas (i.e. balconies)
 - Any damage caused by a resident to any common element will be charged back to the resident and will not be assumed by the Corporation.
 - Garbage is to be disposed of properly in the garbage bi-sorter chute in a tied garbage bag. No garbage is to be left on the floor of the garbage room on your floor or outside the door of your suite.
 - All cardboard must be folded and brought down to the garbage area; loading bay 7.
 - For the safety of other residents, please do not block driveways, entrances or walkways in case an emergency situation arises.
 - Visitors must be accompanied whilst using amenities (i.e. party room, terrace, etc.)
 - If you have a large item being delivered, you must book the elevator and provide a deposit before the item arrives at Harbour Plaza Residences.
 - Although balconies are attached to a unit, they are considered an “exclusive use” common element and only appropriate seasonal or year-round furniture is to be kept on balconies; storage of other personal items is not permitted.
 - Hours of operation for the amenities will be announced at a later date.
- * Pure Fitness gym is for resident use but not managed by MenRes Property Management.

CONCIERGE

- The concierge is available 24/7 at Harbour Plaza Residences.
 - Rent cheques and/or other items arranged for pick-up between a landlord and a tenant are not to be left at the front desk with the concierge.
- * A notice regarding packages will be sent to all owners shortly.

HARBOUR PLAZA RULES & REGULATIONS

INSURANCE

- All residents, whether an owner or a tenant, must purchase the appropriate amount of insurance coverage.
- As a ***homeowner***, you require insurance for the following items:
 1. Betterments and Improvements (which includes ALL flooring)
 2. Sewer back-up
 3. Liability
 4. Contents
 5. additional Living
 6. Corporation's Insurance Deductible
- As a ***tenant***, you require insurance for the following:
 1. Contents
 2. Liability
 3. Additional Living

NOISE & HARASSMENT

- For the comfort and enjoyment of your neighbours, please note that creating a disturbance or excessive noise is prohibited. Additionally, harassment of other owners or tenants will not be tolerated
- Verbal and other harassment towards Property Management will not be tolerated.

CIGARETTE DISPOSAL

- All cigarettes are to be disposed of in an air-tight container and absolutely no cigarettes are ever to be tossed over the balcony. This has led to serious fires on lower units and all costs and fines will be charged back to the offender. Please ensure they are disposed of properly.

PARKING GARAGE & VISITOR PARKING

- There is a limited number of Public, paid visitor parking spots at Harbour Plaza Residences and they are available on a first come, first served basis.
- No car washing or car repairs are to take place in the underground parking garage.
- Parking in fire routes, entranceways, delivery and service areas or any other area aside from your assigned parking space, is prohibited.

RULES & REGULATIONS

BICYCLES

- Bicycle parking is available in bicycle rooms and bicycle racks located throughout the underground parking garage, on a first come, first served basis.
- Bicycle storage on balconies is not permitted.

PETS

- All pets must be leashed in common areas at all times.
- Any damage to the common areas by pets will be charged back to the unit owner or tenant.

OPEN HOUSES

- Open Houses are not allowed at Harbour Plaza Residences as they pose a security risk.



Dear Condominium Unit Owner:

As the Insurance advisor for your Condominium Corporation, we feel it is important to make you aware of your insurance responsibilities as well as the responsibilities you have to the Condominium Corporation. Failure to maintain adequate Condominium Unit Owners Insurance could result in severe financial hardship should a serious loss occur!

The Condominium Corporation is responsible for insuring the following:

- The Building (s) and units as per Builders specifications however, excluding the portion of each unit the Unit Owner is responsible, as defined from an insurance stand point (refer to Standard Unit By-law if applicable), which excludes any improvements made or acquired by the Unit Owners;
- Personal Property of the Corporation, but excluding the Personal Property of the Unit Owners;
- Liability against the Legal Liability imposed by law, as the result of Bodily Injury and Property Damage, arising out of the Corporation's activities as a Condominium. This coverage is extended to provide coverage on behalf of the Individual Unit Owners but only with respect to their interests in the common elements of the Condominium;
- Boiler & Machinery coverage as required by the Condominium Corporation.

Your Insurance responsibilities as a Unit Owner are as follows:

- Personal Property – i.e. Furniture, clothing, all personal effects stored in lockers, etc.;
- Improvements or betterments made to the unit, i.e. wallpaper, paneling, light fixtures, upgraded flooring, upgraded kitchen cupboards, (Reference should be made to the Standard Unit By-Law if applicable – Floor coverings may be fully your responsibility);
- Personal Liability – Your legal liability for any bodily injury or property damage arising out of your personal activities as a Unit Owner, and from the ownership of your individual unit.

Unit Owners should be aware of the following!

- You may be responsible for the deductible under the Corporations insurance policy if a loss occurs to any property the corporation is responsible for insuring. This charge back of the Corporation's deductible would apply if the damage was a result of an act or omission on the part of the Unit Owner;
- If an insurable loss assessment is valid under the Condominium Corporations governing rules, you could be responsible for your share of this special loss assessment. This could be quite substantial.

“Unfortunately there are many Unit Owner policies in today's market place that do not provide the coverage or in many cases an adequate limit of insurance to protect the Unit Owner against these major concerns.”

Fortunately Atrens-Counsel Insurance Brokers Inc. has developed a Unit Owners insurance policy which is tailored around the insurance policy of the Condominium Corporation. The result is a very competitively priced, comprehensive policy, which will respond to many of those claims not covered under some insurance policies available today.

Our exclusive policy is titled “Condo Gold”.

CONDO  GOLD

Go to www.condogold.ca for an online quote in minutes! Or contact a broker who specializes in condominium insurance: **905.567.6222** or **1.877.627.6222**

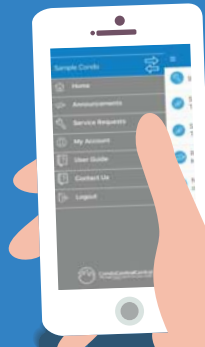


CondoControlCentral
The really *smart* way to run your condo.™



Stay Connected with the CCC Mobile App

Available on iOS & Android



What is it?

- The CCC Mobile App allows you to access Condo Control Central features directly from your smart phone
- Stay connected even when you're out of the office
- Keep up to date with push notifications



How does it work?

- Download the app to your smart phone
- Log in with your current Condo Control Central username and password, or register for an account if you don't have one yet
- Once logged in you will have instant access to the Condo Control Central platform
- Owners can access many of our great features such as viewing announcements, opening a service request, booking an amenity, or registering visitor parking
- Property Managers can post announcements, respond to service requests, approve amenity bookings, view unit owner contact details, and more
- These features work just as they would on your desktop!



Key Benefits

- Instant access to the information you need, even when you're not at your desk
- Owners can submit a Service Request and even attach pictures
- Owners can check and even book amenities using their credit card* (not yet available)
- Owners can register and reserve a parking spot before their guest arrives
- Property Managers will be within a fingers touch for anything security related*



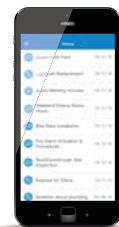
What is the cost?

- The app is completely free and available for instant download via the Apple App Store for iOS, or Google Play for Android



How do we get started?

- Scan the QR code below to download the app for your device
- Having trouble downloading or logging in? Contact our support team and we'll be happy to help



*Contact sales for more information

(888) 762-6636

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