

HALTON STANDARD CONDINIUM CORPORATION NO. 669

RULES

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The following Rules made pursuant to the *Condominium Act, 1998* (the "Act") shall be observed by all Owners (collectively, the "Owners or Owner") and any other person(s) occupying the Unit with the Owner's approval, including, without limitation, members of the Owner's family, his tenants, guests, invitees, servants, agents and contractors.

1. GENERAL

- a) Use of the Common Elements and Units shall be subject to the Rules which the Board may make to promote the safety, security or welfare of the Owners and of the property or for the purpose of preventing unreasonable interference with the use and enjoyment of the Common Elements and of other Units;
- b) Rules as deemed necessary and altered from time to time by the Corporation shall be binding on all Unit Owners and occupants, their families, guests, visitors, servants or agents;
- c) Any losses, costs or damages incurred by Halton Standard Condominium Corporation No. 669 (the "Corporation") by reason of a breach of any Rules in force from time to time by any Owner, or his family, guests, servants, agents or occupants of his Unit, shall be borne and/or paid for by such Owner and may be recovered by the Corporation against such Owner in the same manner as Common Expenses.

2. QUIET ENJOYMENT

- a) Owners and their families, guests, visitors, servants and agents shall not create nor permit the creation 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 Units or Common Elements by other Owners or their respective families, guests, visitors, servants and persons having business with them.
- b) No noise or odours shall be permitted to be transmitted from one Unit to another. If the Board determines that any noise or odours is being transmitted to another Unit and that such noise or odours is an annoyance or a nuisance, then the Owner of such Unit shall at his expense take such steps as shall be necessary to abate such noise or odours to the satisfaction of the Board. If the Owner of such Unit fails to abate the noise or odours, the Board shall take such steps as it deems necessary to abate the noise or odours and the Owner shall be liable to the Corporation for all expenses hereby incurred in abating the noise or odours (including reasonable solicitor's fees).
- c) No auction sales, private showing or public events shall be allowed in any Unit or the Common Elements;
- d) Firecrackers or other fireworks are not permitted in any Unit or on the Common Elements;
- e) Any repairs to the Units or Common Elements shall be made only during reasonable hours.

3. PETS

- a) No animal, which is deemed by the Board or the Manager, in their absolute discretion, to be a nuisance shall be kept by any Owner in any Unit. Such Owner shall, within two (2) weeks of receipt of a written notice from the Board requesting the removal of such animal, permanently remove such animal from the Property. Notwithstanding the generality of the foregoing, no pet deemed by the Board, in their sole and absolute discretion, to be a danger or nuisance to the residents of the Corporation is permitted to be on or about the Common Elements; and
- b) Each pet owner must ensure that any defecation by such pet must be cleaned up immediately by the pet owner, so that the Common Elements are neat and clean at all times. Should a pet owner fail to clean up after his pet as aforesaid, the pet shall be deemed to be a nuisance, and the owner of said pet shall, within two (2) weeks of receipt of written notice from the Board or the Manager requesting removal of such pet, permanently remove such pet from the property.

4. SECURITY

- a) Residents are to immediately report any suspicious person(s) seen on the property to the Manager or its staff;
- b) No duplication of keys shall be permitted except with the authorization of the Board, and the names of persons authorized to have keys shall be furnished to the Board at all times;
- c) Under no circumstance shall building access or common element keys be made available to anyone other than an Owner or occupant or a contractor acting under the direction of the condominium corporation and/or the Manager;
- d) No visitor may use or have access to the common elements including its facilities unless accompanied by an Owner or occupant;
- e) Building access doors shall not be left unlocked or wedged open for any reason;
- f) No Owner or occupant shall place or cause to be placed on the access doors to any Unit, additional or alternate locks, without the prior written approval of the Board. All door locks and keys must be compatible with the Corporation's master lock system.

5. SAFETY

- a) No storage of any hazardous or offensive goods, provisions or materials shall be kept in any of the Units or Common Elements;
- b) Owners and occupants shall not overload existing electrical circuits;
- c) Water shall not be left running unless in actual use;
- d) Nothing shall be thrown out of the windows or the doors of the Units or off the exclusive use balconies or patios;

- e) No Owner or occupant shall do, or permit anything to be done in his Unit or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on any buildings, or on property kept therein, or obstruct or interfere with the rights of other Owners, or in any way injure or annoy them, or conflict with the laws relating to fire or with the regulations at the Fire Department or with any insurance policy carried by the Corporation or any Owner or conflict with any of the rules and ordinances of the Board of Health or with any statute or municipal by-law;
- f) Smoking is prohibited on all Common Element areas.
- g) No rollerblades, roller-skates, or skateboards shall be permitted to be used on the Common Elements.

6. COMMON ELEMENTS

- a) No one shall harm, mutilate, destroy, alter or litter the Common Elements or any of the landscaping work on the property;
- b) No sign, advertisement or notice shall be inscribed, painted, affixed or placed on any part of the inside or outside of the Residential Units or Common Elements, whatsoever;
- c) No awning, foil paper shades, screens, enclosures or structures whatsoever shall be erected over, on or outside of the windows or balconies without the prior written consent of the Board;
- d) No equipment shall be removed from the common elements by, or on behalf of, any Owner or occupant of a Unit;
- e) No outside painting shall be done to the exterior of the Units, railings, doors, windows, balconies, or any other part of the Common Elements;
- f) The entry, passageways, walkways and stairways which are part of the Common Elements shall not be obstructed by any of the Owners or occupants or used by them for any purpose other than for ingress and egress to and from a Unit or some other part of the Common Elements;
- g) Any physical damage to the common elements caused by an Owner or occupant, his family, guests, visitors, servants, agents or contractors shall be repaired by arrangement and under the direction of the Board at the cost and expense of such Owner or occupant;
- h) No mops, brooms, dusters, rugs or bedding shall be shaken or beaten from any window, door or any part of the Common Elements over which the Owner has exclusive use;
- i) No one shall construct, erect, fasten or affix any television antenna, satellite dish, aerial, tower or similar structure or appurtenances thereto to any Unit or any portion of the common elements, nor shall anyone place same upon any portion of the Common Elements, including without limitation, any portion of any balcony or patio;

- j) No building or structure or tent shall be erected, placed, located, kept or maintained on the Common Elements and no trailer, either with or without living, sleeping or eating accommodations shall be placed, located, kept or maintained on the Common Elements;
- k) Each pet Owner must ensure that any defecation by such pet be cleaned up immediately by the pet Owner, so that the common elements are neat and clean at all times. Should a pet Owner fail to clean up after his pet as aforesaid, the pet shall be deemed to be a nuisance, and the Owner of said pet shall, within two (2) weeks of receipt of written notice from the Board or the Manager requesting removal of such pet, permanently remove such pet from the property.

## 7. RESIDENTIAL UNITS

- a) The toilets, sinks, showers, bath tubs and other parts of the plumbing system shall be used only for purposes for which they were constructed and no sweepings, garbage, rubbish, rags, ashes, or other substances shall be thrown therein. The cost of repairing damage resulting from misuse or from unusual or unreasonable use shall be borne by the Owner who, or whose, tenant, family, guest, visitor, servant, agent or contractor shall cause it;
- b) No Owner or occupant shall make any major plumbing, electrical, mechanical, structural or television cable alteration in or to his Unit without the prior written consent of the Board;
- c) No garborators shall be installed in any Residential Unit without the prior written consent of the Board, which consent may be arbitrarily withheld;
- d) No Owner shall overload existing electrical circuits in their Unit and shall not alter in any way the existing circuit breakers in their Unit;
- e) Units shall be used only for such purposes as provided for in the Corporation's Declaration and as hereinafter provided. No immoral, improper, offensive or unlawful use shall be made of any Unit. All municipal and other zoning ordinances, laws, rules and regulation of all government regulatory agencies shall be strictly observed;
- f) No Owner shall permit an infestation of pests, insects, vermin or rodents to exist at any time in his Unit or adjacent Common Elements. Each Owner shall immediately report to the Manager all incidents of pests, insects, vermin or rodents and all Owners shall fully co-operate with the Manager to provide access to each Unit for the purpose of conducting a program to eliminate any incident of pests, insects, vermin or rodents within the building;
- g) All interior shades or other window coverings shall be white or off white and all draperies shall be lined in white or off white to present a uniform appearance to the exterior of the building.

## 8. GARBAGE DISPOSAL

- a) Loose garbage is not to be deposited in the garbage chute. All garbage must first be properly bound, packaged or bagged to prevent mess, odours and disintegration during its fall down the garbage chute or in the disposal rooms;

- b) Newspapers and magazines must be securely bound prior to being deposited in the refuse sorting garbage chute;
- c) Bottles shall be securely bound prior to being deposited in the refuse sorting garbage chute;
- d) Non-recyclable plastic bottles and containers small enough to easily fit down the chute may be put in the appropriate chute;
- e) Cartons and large objects which might block the garbage chute shall be stored in such area designated by the Board. The Manager or such designated person must be called to arrange for the immediate disposal of such items. Such items shall not be left outside the Unit or on any exclusive use Common Elements;
- f) No burning cigarettes, cigars, ashes or other potential fire hazards shall be thrown down the garbage chute;
- g) No garbage shall be placed in the garbage chute between the hours of 10:00 p.m. and 8:00a.m.

9. TENANCY OCCUPATION

- a) No Unit shall be occupied under a lease unless, prior to the tenant being permitted to occupy the Unit, the Owner shall have delivered to the Corporation a completed Form 5, Leasing Covenant and Personal Data Sheet, as per Schedule 1 attached hereto and an executed copy of the Lease itself;
- b) In the event that the Owner fails to provide the foregoing documentation in compliance with paragraph (a) above prior to the commencement date of the tenancy, and fails to comply with Section 83 of the Act, any person or persons intending to reside in the Owner's Unit shall be deemed a trespasser by the Corporation until and unless such person or persons and the Owner comply with the within rules and with the Act;
- c) Within seven (7) days of ceasing to rent his Unit (or within seven (7) days of being advised that his tenant has vacated or abandoned the Unit, as the case may be), the Owner shall notify the Corporation in writing that the Unit is no longer rented;
- d) The foregoing documentation shall be supplied promptly and without charge to and upon request for same by the Corporation;
- e) No Owner shall allow his tenant to sublet his Unit to another tenant;
- f) All Owners shall be responsible for any damage or additional maintenance to the Common Elements caused by their tenants and will be assessed and charged therefor;
- g) During the period of occupancy by the tenant, the Owner shall have no right of use of any part of the Common Elements;

- h) The Owner shall supply to the Board, his current address and telephone number during the period of occupancy by the tenant.

10. ELEVATORS AND MOVING

- a) The service elevator shall be used for the delivery of any goods, services or home furnishings where the pads to protect the elevators should be installed as determined by the Manager or its staff in their sole discretion. The time and date for moving or delivery shall be fixed in advance by arrangement and reservation with the Manager. An elevator reservation agreement, in accordance with Schedule 2 attached hereto, shall be completed and signed when reserving the service elevator;
- b) Except with prior written authorization of the Board, moving and deliveries shall be permitted only between the hours of 8:00 a.m. and 8:00 p.m. Monday to Saturday inclusive and shall not take place on public holidays;
- c) A refundable security/damage deposit in such amounts as determined by the Board from time to time in cash, money order or certified cheque payable to the Corporation shall be deposited with the Corporation through the Manager or its staff when making the reservation and signing the elevator reservation agreement;
- d) It shall be the responsibility of the Owner through the person reserving the service elevator to notify the Manager or building staff and to request an inspection of the service elevator and adjacent Common Elements immediately prior to using the elevator. Upon completion of moving into or out of the building or the delivery, the Owner reserving the service elevator shall forthwith request an immediate inspection of the service elevator and affected Common Elements. Any damage noted during the re-inspection and not noted on the initial inspection shall be deemed to be the responsibility of the Owner of the Unit and the person reserving the service elevator. The cost of repairs, which shall include the cost of any extra cleaning, shall be assessed by the Manager as soon as possible following the moving or damage and the parties responsible shall be advised;
- e) The Owner and the person reserving the service elevator shall be liable for the full cost of repairs to any damage to the service elevators and any part of the Common Elements caused by the moving of furniture or equipment into or out of the suite or the delivery of goods, services and home furnishings or equipment into or out of the suite. The Corporation through its Manager shall have the right to withhold all or part of the security/damage deposit as it deems necessary as security for partial or complete payment for any damages sustained. The Corporation shall apply all or part of the security deposit towards the cost of repairs. If the cost of repairs should be less than the amount of the security deposit, the balance shall be returned to the Owner or person reserving the service elevator. If the cost of repairs exceeds the amount of the security deposit and the Owner or person reserving the service elevator still owns or resides in the building, the full cost of repairs less the amount of security deposit shall be assessed against the Unit owned by or occupied by the person reserving the service elevator as a Common Element expense and still be collected as such;

- f) During the term of the reservation and while any exterior doors are in an open condition, the Owner or person reserving the service elevator shall take reasonable precautions to prevent unauthorized entry into the building;
- g) Corridors and elevator lobbies shall not be obstructed prior to, during or after the term of the reservation;
- h) Upon moving from the Unit, the Owner or occupant vacating the premises shall surrender all Common Element keys, fobs and any garage access devices in his possession to the new Owner.
- i) Bicycles and carts shall not be taken on any elevator;
- j) Smoking is prohibited in all elevators;

*Rules 9 (a) to (e) inclusive relating to the reservation of the elevator and security deposit shall not apply during the initial move-in period prior to registration. Owners who have purchased their Unit from the declarant shall not be required to provide a security deposit pursuant to Rule 9 (c) for their initial move in only.*

#### 11. PARKING

For the purpose of these Rules, "motor vehicle" means a private passenger automobile, station wagon, compact van, sports utility vehicle ("SUV") or motorcycle as customarily understood.

- a) No vehicles, equipment or machinery, other than 1 (one) motor vehicle shall be parked in a Parking Unit or placed within the parking bay;
- b) Parking is prohibited in the following areas: fire zones, traffic lanes, delivery and garbage areas, and roadways.
- c) No servicing or repairs shall be made to any motor vehicle, trailer, boat, snowmobile, or equipment of any kind on the Common Elements without the express written consent of the Manager or the Board. No motor vehicle shall be driven on any part of the Common Elements other than on a driveway or parking space;
- d) No motor vehicle, machinery or equipment of any kind shall be parked on any part of the Common Elements, nor in any Unit but this provision shall not apply for the purposes of loading and unloading furniture, or other household effects of the Owners provided that the length of time where such parking is limited shall be no longer than is reasonably necessary to perform the service;
- e) All motor vehicles operated by Owners must be registered with the Manager. Each Owner shall provide to the Manager the licence numbers of all motor vehicles driven by residents of that Unit;
- f) No motor vehicle shall be driven on any part of the Common Elements at a speed in excess of posted speed;



- g) No person shall place, leave, park or permit to be placed, left or parked upon the common elements or within any Parking Unit any motor vehicle which, in the opinion of the Manager or as directed by the Board, may pose a security or safety risk, either caused by its length of unattended stay, its physical condition or appearance or its potential damage to the property. Upon forty-eight (48) hours written notice from the Manager, the Owner of the motor vehicle shall be required to either remove or attend to the motor vehicle as required and directed by the Manager, in default of which the motor vehicle shall be removed from the property at the expense of the Owner. If a motor vehicle is left standing in a parking space or upon the Common Elements and is unlicensed or unregistered with the Manager, the vehicle may be tagged and/or towed without notice to the Owner and at the Owner's expense;
  - h) Motorcycles shall be licensed and equipped with the most recent noise control devices and operated on the roadways and in a manner so as not to disturb the other Owners. Mopeds and bicycles shall be operated only on the road and in such a manner as not to obstruct traffic. No mopeds or bicycles are permitted to be operated on sidewalks;
  - i) No unlicensed motor vehicle including mopeds and go-carts shall be driven within the property complex and no person shall operate a motorized vehicle within the complex without a proper operating licence;
  - j) No person shall park or use a motor vehicle in contravention of these Rules, otherwise such person shall be liable to be fined or to have his motor vehicle towed from the property in which event neither the Corporation nor its agents shall be liable whatsoever for any damage, costs or expenses whatsoever caused to such motor vehicle or to the Owner thereof;
  - k) No motor vehicle having a propane or natural gas propulsion system shall be parked in a Parking Unit or the Common Elements;
  - l) No Parking Unit shall be used for any purpose other than to park 1 (one) private passenger automobile, station wagon, compact van or motorcycle.
12. BALCONY AND EXCLUSIVE USE AREAS
- a) Balconies, terraces and exclusive use areas shall not be used for cooking and/or barbecuing;
  - b) No hanging or drying of clothes is allowed on any balcony or exclusive use area.
  - c) Balconies and exclusive use areas shall not be used for the storage of any goods or materials.
  - d) Only seasonal furniture is allowed on balconies and exclusive use areas. All such items shall be safely secured in order to prevent such items from being blown off the balcony or exclusive use areas by high winds.
  - e) No Owner, occupant or tenant shall do or permit anything to be done on a balcony or exclusive use area which does or may unreasonably disturb, annoy or interfere with the comfort and/or quiet enjoyment of the Units and/or Common Elements by other Owners, occupants or tenants.

- f) No awnings or shades shall be erected over or outside of balconies, terraces and exclusive use areas without the prior consent of the Board. The Board shall have the right to prescribe the shape, colour and material of such awnings or shades to be erected.

13. OWNER'S CONTRACTORS, TRADES OR SERVICE PERSONNEL

No Contractor, trade or service personnel may or shall enter upon the property to perform any work or services in or about any Unit (including an "exclusive use" Common Element area) that may or will affect the Common Elements or common building services unless such persons or firms are:

- a) Employed directly by the Condominium Corporation; or
- b) Employed by a Unit Owner in circumstances where the intended performance of work and/or services in or about a Unit has first been approved, in writing, by the Corporation and where the work and/or services are supervised by an approved contractor or service personnel in accordance with the Corporation's written direction; and the Owner of the Unit has provided to the Corporation a deposit in a reasonable amount to cover the Corporation's initial costs of supervision (to be adjusted upon completion of the work); and where the Unit Owner has entered into a written undertaking to indemnify the Corporation with respect to any expenses, damages or costs whatsoever incurred by the Corporation arising from the carrying out of the work by the Unit Owner's contractor, trade or service personnel including any resulting damage to the Common Elements or to common building services which arises during or following completion of the work. Any such expenses, resulting damages and costs may be collected by the Corporation from the Unit Owner in the same manner as common expenses.

14. MULTIPURPOSE ROOM

- a) Any Unit Owner wishing to use the Multipurpose Room shall submit an application for rental of this room with the Management Office together with a non-refundable fee, plus a security deposit or an amount to be determined by the board of Directors or their Agent at the time of application. The deposit shall be returned if the Multipurpose Room is left in the same condition as it is found;
- b) No resident shall permit more persons to be present in the Multipurpose than is allowed by the Fire Marshall's office, as indicated in the rental application;
- c) No resident shall permit noisy or rowdy behaviour in or adjacent to the Multipurpose Room nor any behaviour or noise which disturbs the comfort and quiet enjoyment of other residents, their families, guests, visitors, servants, and persons having business with them;
- d) No resident shall permit any illegal act in or adjacent to a Multipurpose or upon the property of the condominium corporation;
- e) Any resident using the Multipurpose Room shall comply with all provisions of the application form filed with the Management Office;
- f) Advance reservations for the use of the Multipurpose Room must be made in writing at least 10 days prior to the event. Reservations must be cancelled no later than 5 days prior to the date

reserved. If cheque, deposit, and signed forms have not been received by the Management Office 5 days before the day of the party, the reservation may be automatically cancelled.

- g) The Multipurpose Room may not be used for any purpose after 2:00 a.m.

15. EXERCISE ROOM

- (a) Use of this room is at the user's risk.
- (b) No equipment is to be taken out of this room for any reason.
- (c) Proper advice must be sought by the user of the equipment before using the various exercise components in this room.
- (d) No food, beverages or smoking allowed in this room. Bottles of water are permitted.
- (e) Proper dress shall be worn. Tops must be worn at all times.
- (f) Sports shoes only must be worn; sandals, slippers, thongs, etc. are not acceptable. Bare feet or stockings or socks are not permitted.
- (g) Persons under the age of 16 must be accompanied by an adult at all times.
- (h) Personal audio equipment may be used in combination with headphones.
- (i) All equipment must be wiped down and sanitized after use.

SCHEDULE 1

FORM 5

LEASING COVENANT

PERSONAL DATA SHEET

**Form 5**

**Condominium Act, 1998**

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

TO: Halton Standard Condominium Corporation No. 669

1. This is to notify you that: (circle applicable)

A written or oral: Lease / sublease / assignment of lease

OR

A renewal of a written or oral: Lease / sublease / assignment of lease

Has been entered into for:

Unit # \_\_\_\_\_ Level \_\_\_\_\_

**On the following terms:**

Name of lessee(s) (or sub-lessee (s)): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Commencement date: \_\_\_\_\_

Termination date: \_\_\_\_\_

Option(s) to renew: \_\_\_\_\_

Rental payments: \_\_\_\_\_  
(Amount and when due)

Other information: \_\_\_\_\_

2. I (We) have provided the lessee(s) / sub-lessee(s) with a copy of the declaration, by-laws and rules of the condominium corporation.
3. I (We) acknowledge that, as required by subsection 83 (2) of the *Condominium Act, 1998*, I (we) will advise you in writing if the lease/ sublease/or assignment of lease is terminated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

# LEASING COVENANT

## Halton Standard Condominium Corporation No. 669

I, \_\_\_\_\_ covenant and agree that I, the members of my household  
(PLEASE PRINT)

and my guests, from time to time, will, in using the unit rented by me and the common elements, comply with The Condominium Act, the Declaration and the By-Laws, and all rules and regulations of the Condominium Corporation during the term of my tenancy.

ADDRESS & UNIT NUMBER: \_\_\_\_\_

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address

**THIS DOCUMENT TO BE RETURNED IN DUPLICATE**

**Halton Standard Condominium Corporation No. 669  
Personal Data Sheet**

TAG MANAGEMENT complies with the Privacy Information Act effective January 1, 2004 (PIPEDA). The information below is to update or confirm details on record and to allow for the distribution of notices to residents about upcoming meetings or other distribution of information required under the Condominium Act. The information listed below is part of the Corporation's public records including phone numbers unless you indicate *unlisted*. TAG MANAGEMENT does not provide any of the information listed herein to any marketing services.

No one likes to have his or her names spelled incorrectly. We will try not to make that mistake. Would you please print your first name, initials and last name.

MR. MRS. \_\_\_\_\_ MISS MS. \_\_\_\_\_  
MISS or MS \_\_\_\_\_ MR. or MRS. \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT NO. \_\_\_\_\_

NAME OF REGISTERED OWNER AT LAND TITLES IF DIFFERENT FROM ABOVE:  
\_\_\_\_\_

LAWYER'S NAME & NUMBER: \_\_\_\_\_

MORTGAGE COMPANY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

There may be an occasion when an emergency may arise and we must contact you. Please provide your phone numbers below and indicate if they are unlisted. Please circle if your phone numbers are unlisted and you do not want them in the public records of the Condominium Corporation.

HOME: ( ) \_\_\_\_\_ LISTED/UNLISTED WORK: ( ) \_\_\_\_\_ EXT. \_\_\_\_\_

CELL: ( ) \_\_\_\_\_ LISTED/UNLISTED EMERGENCY CONTACT: ( ) \_\_\_\_\_

I would like to receive notices by e-mail initial ( ) E-MAIL: \_\_\_\_\_

VEHICLE DESCRIPTION: \_\_\_\_\_  
(colour, make )

VEHICLE LICENSE PLATE No./No's.: \_\_\_\_\_

PARKING SPACE #: \_\_\_\_\_ LOCKER #: \_\_\_\_\_ PETS: \_\_\_\_\_

IF YOU DO NOT LIVE IN THE UNIT YOU OWN PLEASE PROVIDE YOUR MAILING ADDRESS  
\_\_\_\_\_

LANDLORDS: (IF APPLICABLE) Please contact our office to obtain a "Leasing Covenant" for your tenants.

ALL TENANTS' NAMES & PHONE #'S: \_\_\_\_\_  
\_\_\_\_\_

VEHICLE DESCRIPTION: \_\_\_\_\_  
(colour, make )

VEHICLE LICENSE PLATE No/No's: \_\_\_\_\_

TAG MANAGEMENT  
1-5510 Mainway, Burlington, ON L7L 6C4  
Phone: 905-333-5506 Fax: 905-333-0613  
Email: mail@tagmanagement.ca  
www.tagmanagement.ca.



SCHEDULE 2

ELEVATOR BOOKING FORM



### HSCC669 ELEVATOR BOOKING FORM

Name: \_\_\_\_\_ Please check one:  Tenant  Unit Owner

Suite#: \_\_\_\_\_ Address: \_\_\_\_\_

Condominium Corporation: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Move Date Requested (Monday-Saturday only): \_\_\_\_\_

Please check one:  Moving In  Moving Out

Time slot:  8:00 AM – 12:00 PM  12:00 PM – 4:00 PM  4:00 PM – 8:00 PM

#### MOVING RULES AND PROCEDURE

1. The following form must be signed and completed in full, and provided to our office at least 3 business days (no exceptions) prior to the requested move date. Tenants must have the Registered Unit Owner (Landlord) acknowledge the requested move, as they are liable for any damages, etc.
2. **A \$100.00 cash deposit will be collected at time of key pickup, and will be returned when the key is returned to our office.**
3. Changes or cancellations must be made within 2 business days of the scheduled move.
4. Bookings are accepted on a first-come first-served basis, as determined by receipt of the completed form(s) by our office.
5. Moving vehicles must park in the layby at the front of the building.
6. The moving room can be accessed through the side of the building and must be used for all moves and/or deliveries.
7. Service Elevator protection pads must be installed prior to the move, or when taking delivery of large items that could cause damage to the elevator.
8. The Service Elevator doors may not be held manually in the open position as this causes damages to the elevator closers.
9. The moving room doors must be kept as clear as possible. It is your responsibility to ensure that the outside doors are not left unattended during the moving in/out process. All doors must be fully secured and locked upon completion of your move.
10. All cardboard boxes must be cut and folded and placed in the recycling area in accordance with the building's recycling program.
11. Any clean up or damage costs, as a result of your move-in, move-out or delivery will be the Owner's responsibility.
12. Moves are not permitted on Sundays or Holidays.
13. Non-scheduled or unauthorized moves may result in legal action and all related expenses will be charged back to the Unit Owner.

**I/We, the undersigned, have read, understand, and agree to the moving rules and procedure set forth herein. I/We, the undersigned, understand that the Registered Unit Owner is responsible for all breach of rules including damages to any property.**

Signature of Tenant(s) (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Registered Unit Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_



Please return completed form to  
TAG MANAGEMENT 1 – 5510 Mainway, Burlington ON L7L 6C4  
Tel: (905) 333-5506 Fax: (905) 333-0613 Email: [mail@tagmanagement.ca](mailto:mail@tagmanagement.ca)