Toronto Standard Condominium Corporation #1698

radioCITY

Welcome Package

PROPERTYWRIGHT MANAGEMENT INC.

Updated June 2023

RESIDENTS MANUAL

This document has been prepared by your Management Company to provide important information and guidelines that will contribute to a safe, comfortable and enjoyable environment for all residents.

From time to time, revisions may be made to reflect changes in the corporation's by-laws and/or rules.

If you are a non-resident owner, please ensure that your tenant has a copy of this document and understands that compliance with these guidelines is required and expected.

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GUIDELINES FOR OWNERS AND RESIDENTS
This manual has been prepared to assist and take you through the general guidelines of condominium living in an effort to enhance the proper management; operation, use and enjoyment of all portions of the Condominium Corporation that you have chosen to make your home.

CONDOMINIUM LIVING IS COMMUNITY LIVING
The purchase of your dwelling brings with it the right of use and undivided common ownership of various lands and grounds in the property. These are referred to as "Common Elements" and are used and maintained in common with your fellow condominium unit owners. Your monthly "Maintenance Fees", or "Common Element Fees", are used to maintain and repair these common elements. Each unit also has an "Exclusive Use Common Element", namely the driveways and backyards.

The Board of Directors is aware of the investment that you have made in your condominium unit and of the pride of ownership that each unit owner has in their home. This Condominium Corporation, like every community, must have rules and regulations to govern the conduct and affairs of its members. These Rules and By-Laws of the Corporation are a reflection of the mutual co-operation and respect that should be shown by each unit owner to their neighbours in the community. They're in place to enhance the proper management, operation, use and enjoyment of all portions of the Condominium Corporation by its residents.

The Board is empowered by the Condominium Act to "make rules respecting the use of the common elements, units or any part of them, promote the safety, security or welfare of the owners, or of the property, or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and of other units."

The Rules and By-Laws extend not only to our owners, but also to guests, invitees and/or agents, as well as Tenants and their Families. Owners are responsible for the compliance of their Tenants to the community's Rules and By-Laws.

Each owner is bound to comply with the Condominium Act, Declaration, By-laws and Rules and the Corporation has a duty to ensure compliance by unit owners. Furthermore, every owner has a right to insist upon compliance by other owners and can further require the Board of Directors to enforce Unit Owners' compliance.

Ultimately, in exceptional cases, the Board of Directors is empowered to enforce the Rules by way of an application to the Courts, whereby the Court can direct performance of any duty, rule or obligation found within the Condominium Act, Declaration, By-laws and/or Rules.

1. CONDOMINIUM GOVERNANCE

1.01 TSCC1698

Our property is more than just a collection of townhouses and apartment towers. It is a *community* of discriminating people who prize comfort, convenience, security and privacy in a vibrant urban neighbourhood. It is a community of people concerned with protecting the long-term financial integrity of their investments and their home.

The decision to live in a condominium complex requires every owner and tenant to agree to abide by the requirements of the Condominium Act.

The Rules and Regulations of this condominium complex legally are enacted and enforced by the Board of Directors.

It is important that all members of your household review this document and adhere to the enclosed Corporation's Rules and Regulations.

1.02 TSCC1698- Board of Directors

TSCC1698 has a Board of Directors that the owners elect at the Annual General Meeting held within six months after the fiscal year end.

The Board of Directors consists of *volunteer homeowners* who have undertaken the responsibility for the management of the complex, its budget and the interactions with the Property Manager.

The main business of the Board is to:

- Establish policies and priorities regarding the management of the common elements of the Corporation
- Address issues affecting the common elements of the Corporation
- Direct and provide guidelines to the Property Manager
- Ensure prudent, fiscally responsible decisions are made relative to the financial matters of the Corporation
- Ensure that the rules, regulations and bylaws of the Corporation are respected
- Cultivate a sense of community and mutual cooperation.

The Directors meet regularly, usually monthly, to review the business of the corporation. The Property Manager also attends and participates in the board meetings.

Unit owners are encouraged to take an interest in Board matters and to consider joining the Board.

YOUR CURRENT BOARD OF DIRECTORS FOR TSCC1698

President	Tim Leonard
Vice-President	Alex Tichine
Vice-President	Djoko Corovic
Secretary/Treasurer	Leif Elder
Director	Brian Elder

1.03 Property Management

PropertyWright Management Inc. has been hired to manage our condominium complex. Their responsibility is to ensure day-to-day maintenance services to all the common areas. Their responsibilities also include the preparation of monthly financial statements for monthly Board meetings, recommendations for the annual budget and general administrative duties.

Whenever possible, PropertyWright Management Inc. will provide prompt acknowledgement and response to your requests and inquiries. The services provided by PropertyWright Management Inc. will be in accordance with the contract between Toronto Standard Condominium Corporation 1698 and the Corporation's Declaration and By-laws and the Rules and Regulations therein, and the Condominium Act of Ontario.

For after hours and weekend emergencies, call the Concierge
North Tower: 416-927-8718
South Tower: 416-927-1598

1.04 Annual General Meetings

The Annual General Meeting of all owners is held within six months of the fiscal year end of July 31st. Meeting attendance is restricted to owners or mortgagees, the Board of Directors, Property Management as well as special invitees such as the Auditor, the Corporation's Lawyer.

Owners who are unable to attend may vote by proxy and a full information package is sent to all owners at least fifteen (15) days prior to the meeting.

1.05 Requests, Complaints or Suggestions

Issues, questions and concerns can be raised with Property Management by opening a Service Request through the radioCITY webportal, or by email to pm@radiocitycondo.com.

Owners who wish have their concerns sent directly to the Board may send email to directors@radiocitycondo.com.

1.06 Communication

Owners and Tenants are encouraged to use the radioCITY webportal at www.radioCITYcondo.com. This is best viewed using the Google Chrome web browser.

The webportal is a communications tool that instantly broadcasts announcements and important updates via email and/or SMS text messaging and the Management office uses this as its main method to contact residents.

Other features of the website:

- **The Forum:** Used for community discussions and information sharing.
- **Classified Ads:** Residents are able to post ads to buy or sell items, or list parking spaces and lockers available for rent.
- **Media Library:** Residents can access condominium documentation, e.g. the Declaration, By-Law and Rules
- **Amenity Bookings:** Bookings for the Service Elevator, Party Room, Guest Suites and Billiard Room can all be done through the portal.

We respect your privacy; Owners' personal information collected in the webportal, such as telephone numbers and e-mail addresses, are used solely to facilitate communication with Property Management and for Board business.

2. FINANCIAL MATTERS

2.01 Fiscal Year End

The financial fiscal year end for TSCC1698 is July 31st of each year.

2.02 Annual Budget

In June of each year, Management prepares a draft budget of estimated expenses for the next fiscal year, which is reviewed and approved by the Board of Directors. Once approved, the budget is then sent out to all owners explaining any increases and the distribution of monthly Common Element Fees contributions for the next fiscal year.

2.03 Monthly Common Expense Fees

Owners are required to pay their monthly Common Element Fees by Pre-Authorized Payment (PAP) or with a series of post-dated cheques, dated the first day of every month, up to the end of the fiscal year. **For your convenience, a PAP form is included with this package.**

CASH CANNOT BE ACCEPTED FOR PAYMENT. If an owner's cheque is returned by the bank an administration fee of $25.00 will be added to the owner's common expenses.

The Condominium's Declaration and By-Laws state that any arrears of maintenance fees will be charged interest at a rate of 18% per annum compounded monthly until paid.

Under the Condominium Act, 1998 Section 85 (1), in the event that a unit owner is in default of payment, a lien may be registered on the unit. All legal fees and associated costs of collection of unpaid maintenance fees are charged back and collected from the unit owner.

2.04 Financial Statements

Annual audited financial statements for the Corporation are prepared by the Corporation's auditor and forwarded to all owners with the notice of meeting for the Annual General Meeting. During the course of the year, unaudited statements are prepared monthly by the Property Management Company, for use by the Board of Directors.

3. INSURANCE

3.01 The Condominium Corporation is responsible for insuring the following:

- The Building (s) excluding the Units;
- Personal Property of the Corporation, but excluding the Personal Property of the Unit Owners;
- The Units, as defined from an insurance stand point (refer to standard Unit by-law if applicable), excluding any improvements made or acquired by 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.

3.02 Unit Owners' Insurance Responsibilities

- **Personal Property** – i.e. Furniture, clothing, all personal effects
- **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

The individual owner is partially covered by the Corporation's master policy. For example, if there is a fire or flood, the Corporation's Master Policy will cover repairs and replacements to restore the common elements and damaged units to original, *as built condition.* This specifically excludes upgrades.

In some cases the unit-owner can be held responsible for damage to the common elements. For example, if the damage is caused by Owner negligence, the Corporation will at least hold that owner responsible for the deductible amount under the master policy.

The Master Policy does not cover liability for VISITORS injured inside a unit; this is a liability that needs to be addressed under the Owner's/Resident insurance policy.

The Master Policy does not cover any IMPROVEMENTS or BETTERMENTS that the owner or previous owners may have made to units. For example, some have installed better quality kitchen cabinets, wall or floor coverings, mirrored doors, external decks or tiles, etc. None of these is covered by the Corporation's master policy and therefore must be included in the unit-owners policy.

3.03 Condominium Unit Insurance

Many insurance companies offer *condominium packages*. These cover the contents of the unit including all upgrades.

Most policies contain specific cost limits on repairs to improvements, thus owners should carefully examine the coverage that different insurance companies offer. It is recommended that consideration be given to adding a replacement value endorsement to a policy, under which repairs are made regardless of the effects of inflation.

3.04 Insurance Claims

The procedure that should be followed when an insurance claim is made concerning either the Corporation or another owner is as follows:

The Owner / Resident who experienced the damage:

- Immediately notify the Management Office
- Make a claim against your own insurance policy.
- Follow the instructions of your insurance company.

The Owner of the Unit causing the damage:

- Contact the Management Office and provide the name and telephone number of your insurance company
- Inform your insurance company of the problem.

In those cases where the Corporation is responsible for the cost of repair, the corporation's insurance company normally sends a contractor to repair the damage.

You may also be responsible for the deductible under the Corporations Insurance Policy if a loss occurs to any common element that the corporation is responsible for insuring. This

chargeback 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.

4. LEASING OF UNITS

Under the Condominium Act, 1998, Section 83 (1), Any Owner who wishes to lease their Unit, must complete and submit a copy of the Lease or Summary of Lease to the Management Office within 30 days of entering into such lease. The appropriate forms may be obtained by contacting the Management Office

All leases must be entered into for a minimum of 6 months as specified in the Rules.

It is the **Owner's responsibility and obligation under the Act** to forward copies of the Corporation's Declaration, By-Laws and Rules to the tenant upon entering into the lease.

5. WASTE MANAGEMENT

The City of Toronto requires all residents to sort their garbage. radioCITY's garbage chutes are set up to sort to three different streams: Organic, Recycling and Household Waste.

It is important that residents properly separate their waste. The City regularly inspects the compactor rooms of multi-dwelling buildings. If recyclable materials are mixed in with household waste, or organics are contaminated with household waste, the City will cancel our garbage pickup. The condominium will then need to pay a private contractor to haul the waste to landfill**.**

5.01 Tri-Sorter

The Tri-Sorter uses a metal flap to divert waste into the different collection bins and you must allow time for the flap to move into position. If you've pushed a button for Organics or Recycling, wait for the light to stop flashing before putting your waste down the chute.

Failing to wait means garbage will get caught on the flap, causing it to become stuck. This would incur additional expenses as it would require a service call. Please help to keep operational costs down; use the system correctly.

Signs in each garbage room provide complete instructions on how to use the system.

Townhouse Residents may take their Recyclable and other Waste to the compactor room in the North Tower (285 Mutual), which is located at the P1 level.

5.02 Hazardous Waste

radioCITY also has a Hazardous Waste disposal program. There are collection bins for proper disposal of batteries and light bulbs, (CFL, incandescent, LED, etc.) Please take your old batteries and light bulbs to the collection bins located near the compactor rooms.

Keep toxins and heavy metals out of our soil and water supply.
Put light bulbs and batteries in the hazardous waste receptacles. These are located near the entrances of the compactor rooms in each tower.

Paints, solvents, cleaning products and other household chemical waste can also be left by the compactor room.

5.03 Garbage Room Etiquette

Please don't stuff large items into the chute, e.g. pizza boxes. This blocks the chute, causing garbage to back up.

Everyone wants to reduce, reuse and recycle. Some people think that leaving an old, but still usable, kitchen appliance on the garbage room floor is a good way to do recycle, but in fact these things are removed by our cleaning staff and put into the garbage.

If you have things that are still useable, please consider donating them to a thrift store such as Value Village.

6. IMPORTANT INFORMATION

6.01 Private Units and Common Elements

You own the interior of your Unit, the boundaries of which are described as the "Unit" in **Schedule C of the Declaration**. Everything else is defined as Common Element and includes the foundations, walls and roofs of the building, as well as the land, grass, trees, decks, fence, roadways and driveways. These Common Elements are owned by the Corporation of which you are a shareholder.

6.02 How Common Element Fees are Spent

Refer to Article V of your Condominium Declaration for complete details. Your monthly fees cover the following items:

1. Landscaping and Snow Clearance
2. Building Repairs and Maintenance
3. Insurance - All Risk plus Public Liability.
   - This does not include any upgrades to Units or any contents. Refer to Section 3, INSURANCE, in this document.
4. Property Management Fees
5. Legal fees incurred by the Corporation
6. Audit fees

7. Administration Costs
8. Reserve Fund (i.e. the savings account for future repairs)

6.03 Utilities: Hydro

Each unit is individually sub-metered and Owners are responsible for payment of their own energy consumption.

Unit owners must register with Carma Billing Services at 1-866-577-1224. A registration form is included with this Welcome Package for your convenience.

6.04 Concierge: Deliveries

As a service to the Owners and Residents, the concierge desk will accept and sign for delivery of general mail, small parcels, registered mail and courier mail on Residents' behalf. All efforts will be made to hold items safely and securely, however the Corporation, it's Duly Authorized Agents and the Security Company providing Concierge Services, do not accept any liability for items left in their care due to loss, theft or damage.

No parcel or letter known to contain cash for delivery to any Resident will be accepted, signed for, or held at the Concierge Desk.

By allowing the Concierge to receive and hold deliveries on your behalf, you consent to these terms and will indemnify and hold harmless the Corporation, its Concierge Services, its Agents and Employees against any loss.

6.05 Landscaping and Snow Removal

Hedges, shrubs and trees located in the common areas, are pruned or trimmed as required or when requested by the Board of Directors.

Townhouse owners are responsible for the maintenance of the areas deemed "Exclusive Use" in the back of their unit. *If these areas are not properly maintained, the Board has the right, and obligation, to maintain them at the owner's expense.*

The clearing of snow from common elements is done by the contractor in accordance with their agreement with the Corporation.

6.06 Maintenance and Repairs

Article V: Maintenance and Repairs, of the Declaration, describes the maintenance responsibilities for both Unit Owners and the Corporation.

All Common Element repairs are the responsibility of the Corporation; if you are aware that a repair is required to any common elements please open a Service Request with the Management Office.

- Examples of Common Elements
  - Hallway carpets
  - Elevators
  - Amenities: Gym, Party Room, Guest Suites

The Corporation is also responsible for repairs to Exclusive Use Common Elements. These are defined as Common Elements, which are available for Owners' exclusive use. Owners may not modify or change any Exclusive Use Common Element without first obtaining Board approval.

- Examples of Exclusive Use Common Elements
  - Balconies

- Terraces

Unit Owners are responsible for repair and maintenance of:

- Interior surface of doors into the unit and repairs for any damage to those doors caused by the Owner, residents, family members, guests, visitors, tenants or other invitees to the Unit.
- Interior surfaces of all windows, window sills and exterior surfaces which are accessible by the terrace or balcony.
- All pipes, wires, cables, conduits, ducts, mechanical or similar apparatus that service the unit only
  - Examples of "mechanical or similar apparatus" that service the unit only:
    - Heat Pumps
    - Unit door handles and locks
    - Window opening devices
    - Plumbing fixtures: sinks, toilets, faucets
    - CO Monitors and Smoke Detectors
    - Dryer ducts
- All exhaust fans and fan motors located in the kitchen and bathroom areas

6.07 Renovations

Renovations must be approved by Property Management and/or the Board. Each owner is responsible for acquiring all necessary building permits. Residents will be responsible for any damage to adjoining suites or common areas caused during construction, or afterwards by the alteration.

Any renovations causing noise to other suites must be confined to the hours between 9:00 AM and 6:00 PM Monday to Friday.

All construction materials must be disposed off-site by the resident or their contractor. No construction debris will be allowed

6.08 Visitor Parking

There is limited Visitor Parking available on site and it is to be used solely by Visitors. Owners and residents may not park in Visitor Parking.

Metered parking is available on Mutual Street, and a privately run parking lot is located at Church and Wood Streets, one block west of the property.

6.09 Repairing or Washing Vehicles.

Parking spots or visitor parking can never be used for the repair or washing of any vehicles.

6.10 Sirman Lane: Internal Roadway/Fire Route

With the exception of a designated short term parking area, all of Sirman Lane is designated as a Fire Route. No parking is allowed at any time on Sirman Lane.

6.11 Quiet Enjoyment

The Declaration allows for all residents to be entitled to the quiet use and enjoyment of their unit. We would ask that you always keep in mind the close proximity of your neighbours.

The City of Toronto Bylaws, Chapter 591, Noise, provides standards for noise and applies to all properties within the City of Toronto, with the intention of reducing the impact of unwanted sound

on the residents of the City. It prevents persons from making, causing or permitting any noise, at any time, which is likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the inhabitants of the City.

6.12 Window Coverings

In order to maintain a uniform appearance on the outside of the unit, the documentation of the corporation states that no awning, foil paper or shades shall be erected on or outside of the windows without the prior written consent of the Board.

6.13 Pets

Pets are certainly not forbidden. Owners who have pets must maintain control of them at all times.

- Each Homeowner must ensure that pets are under control at all times, i.e. on a leash while entering or leaving the building
- Each homeowner is financially responsible for the repair of damage to the common elements done by his/her pet(s).
- Each homeowner must stoop and scoop after his/her pet(s).

6.14 Barbeques

Propane BBQ's are <u>not allowed</u>; only BBQ's connected directly to a gas line are permitted. Make certain that your outside barbeque gas is SHUT OFF when not in use. Electric BBQ's are permitted.

6.15 Clotheslines

Hanging of laundry outside Units on a clothesline, wooden rack or other device is NOT permitted.

6.16 Pest Control

Termites are an issue in some areas of Toronto and radioCITY has successfully had some units treated for termite infestations. Report any suspicious insect activity to the management office.

6.17 Plumbing

Interior plumbing serving a unit is the unit owner's responsibility. Examples are:

- Leaks around the bathtubs, sinks and taps
- Leaking pipes under the sink
- Water leaking under the toilets
- Water leaking from an appliance or waterbed
- Sink, tub or toilet overflow
- Laundry shut-off valve

DO NOT dispose of grease or cooking oils in any drains (kitchen, bathroom etc.). This will create blockages in the drainage system and cause sinks to back up which may result in water damage. Place cooking grease in can or jar and dispose in the regular garbage.

DO NOT flush paper towels or excessive amounts of toilet paper. This may cause your toilet to overflow and cause damage to your, and others' units, the cost of repairs to your and your neighbour's unit will be yours to bear.

6.18 External Hose Bibs

Town House and Unit Owners are responsible to shut off and drain any of their Unit's outside water taps each fall before the freezing weather sets in.

The Corporation will not be responsible for any damage resulting from water pipe cracks, bursts, or leaks due to burst pipes as a result of failure to properly winterize them.

6.19 Satellite Dishes

Satellite dishes are not permitted to be installed in radioCITY.

7. FIRE SAFETY

7.01 CO Detectors and Smoke Alarms

The Fire Marshall's Office of Ontario requires that smoke and carbon monoxide detectors be installed near sleeping areas in all homes that have gas fired appliances. This includes furnaces, fireplaces and appliances. These can be purchased from your local hardware store.

It is an Ontario Fire Code requirement that Owners have smoke detectors on each floor and these must be inspected and tested annually. The Corporation conducts the annual inspection and testing. It is also recommended that you do the same on a monthly basis.

Maintenance and replacement of CO Detectors and Smoke Alarms are Owner responsibility.

7.02 Fire Procedures

In the event of fire:

- Leave the fire area immediately.
- Use a pull station to set off the fire alarm for the building or call 911 for the Fire Department. Never assume that this has been done.
- Know and give the correct address and location of the fire.
- Notify the Fire Department if special assistance is required for disabled persons in the event of an emergency.
- Close all doors behind you and exit the building via the stairwells.
- Do not return until it is declared safe by a Fire Officer.

It is also important for Townhouse Residents to prepare an escape plan and practice it with the entire family.

7.03 Fire Prevention

TO AVOID FIRE HAZARDS IN YOUR HOME:

- NEVER put burning materials such as cigarettes and ashes into garbage or dispose of them in the garbage chutes
- NEVER throw cigarette butts off balconies.
- NEVER dispose of flammable liquids or aerosols in garbage chutes.
- Do not use unsafe electrical appliances with frayed extension cords.
- Do not overloaded outlets or use lamp wire for permanent wiring
- Avoid careless smoking. NEVER SMOKE IN BED

IN GENERAL:

- Call the Fire Department immediately whenever the assistance is needed by dialling 911
- Know your correct home address.

- Notify the Property Manager if special assistance is required in the event of an emergency.

8. VACATION TIPS

For residents planning a vacation, we have prepared some important vacation tips to ensure that you are as happy when you return home as you were on your vacation.

8.01 Water

It is most important that you remember to TURN OFF ALL THE TAPS in your unit. Also, TURN OFF THE WATER SHUT-OFF VALVES to your WASHING MACHINE. Check all your taps to ensure that they are not leaking.

8.02 Dishwasher

Pour a pitcher of water inside the dishwasher and close the door. This will keep the seal moist, which will avoid cracking.

8.03 Electrical Appliances

Unplug all appliances such as your televisions, VCR's, clocks, radios, coffee makers, microwaves etc. This will not only save energy, but will also reduce damage that may occur due to power surges.

8.04 Lighting

If you would like to leave any lights on in your unit, we recommend you have them on timers and change the bulbs to 25 watts or less.

8.05 Fridge/Freezer

Set the temperature a little higher as the door will not be opened frequently.

8.06 Barbeques

Make certain that your outside barbeque gas is SHUT OFF before you leave.

8.07 Vertical Blinds/Drapes

Leave blinds and drapes slightly open to allow air circulation around windows to prevent moisture build-up on the windows. Ensure that all your windows are tightly shut.

8.08 Newspaper/Mail Delivery

Cancel all deliveries and either re-direct your mail or have a designated person pick it up on a regular basis. Arrange to have your neighbor remove anything left at your door

IMPORTANT CONTACT INFORMATION	
South Tower Concierge **281 Mutual Street**	416-927-1598
North Tower Concierge **285 Mutual Street**	416-927-8718
Management Office **Office Hours** Mon-Fri 9:00 am to 5:00 pm	Ph: 416-927-9665 Fax: 416-927-0481 Property Manager Email: pm@radiocitycondo.com Asst. Property Manager Email: admin@radiocitycondo.com
Concierge Plus Webportal for Service Requests, Notices, etc.	www.radiocitycondo.com
FOR FIRE, POLICE AND AMBULANCE SERVICES DURING EMERGENCIES **CALL 911**	
Toronto Police Services	**Address all correspondence to:** Metropolitan Toronto Police 39 Howden Rd Toronto, ON M1R-3C7 Phone: 416-808-4960 www.torontopolice.on.ca
City of Toronto	P.O. Box 126 207 Queens Quay West Toronto, ON M5J 1A7 **Hours of Operation**: Monday to Friday 8:30 a.m. to 4:30 p.m. Phone: 416-338-0889 (main switchboard) Fax:416-338-0685 Email: 311@toronto.ca

PropertyWright

Toronto Standard Condominium Corporation No. 1698

PRE-AUTHORIZED PAYMENT PLAN

AUTHORIZATION FOR ELECTRONIC DEBITS ONLY

I/WE the undersigned hereby authorize **Toronto Standard Condominium Corporation No. 1698**, (the Corporation) to withdraw electronic debits on the 1st day of each month or shortly there after, payable to the Corporation for payment of all Common Expenses or any other monies owing to the corporation for:

Unit: _____ Address: _____

Effective Date: _____ Amount: _____

BANKING INFORMATION:

Type of Bank Account: Chequing ☐ Savings ☐

Name of Bank: _____

Branch Transit # (5 digits): _____

Account#: _____

Accordingly, all debits drawn on the said account by the Corporation on my/our behalf and payable to the Corporation. The treatment of any such debits shall be the same as if I/WE had personally signed and issued the same debit, authorizing you to pay as indicated and to debit the amount specific to my/our account. Any delivery of this authorization to you constitutes delivery by me/us.

These services are for: Personal ☐ Business Use ☐

Account Holder:

SIGNED AT_____ THIS _____ DAY OF_____,20_____

Signature: _____ Print Name: _____

Phone Number: _____ Email: _____

PLEASE MAIL OR EMAIL THIS FORM AND A VOID CHEQUE TO PROPERTYWRIGHT MANAGEMENT INC.

Email: administrative-services@propertywright.ca

Mail: PropertyWright Management Inc., 2 Bloor Street East, Suite 3500, Toronto, Ontario, M4W 1A8

To ensure set up or cancellations: the deadline for submission is the 15th of the month prior to the effective date.

Cancellation of agreement: please send a cancellation request in writing by mail or email to your building manager by the 15th of the prior month you wish to cancel.

When a unit has been purchased, a copy of the transfer of deed is required.

Please remember to attach a blank void cheque

Reimbursement statement: you have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with the PAD agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit www.payments.ca.

Carma Billing Services – Resident Billing Enrollment Form

CARMA BILLING SERVICES INC

Resident Billing Enrollment Form

PLEASE COMPLETE ALL APPLICABLE FIELDS IN ORDER FOR ENROLLMENT TO BE PROCESSED.

ACCOUNT NAME	SURNAME			GIVEN NAME		
ADDRESS	STREET NO.		UNIT NO.			
	STREET NAME		CITY		POSTAL CODE	
MAILING ADDRESS *if other than above*	STREET NO.		UNIT NO.			
	STREET NAME		CITY		POSTAL CODE	
CONTACT INFO	HOME		WORK			EXT
	MOBILE		E-MAIL			

☐ Yes, I (we) acknowledge that there are no person(s) using or requiring life support equipment at this premise and will advise CARMA immediately if this status changes.

All information submitted through this process will only be used by Carma Billing Services Inc., CBSI, in support of our obligations under the Agreement entered into with the Developer, Condominium Corporation and/or Building Owner. Our billing format and practices follow the guidelines of applicable Ontario Energy Board Codes and Rules, associated policies, standards and procedures. Carma Billing Services Inc. ("CBSI") is pleased to be your provider of electricity billing and collection services. To provide you with a reliable source of billing, CBSI needs to collect and use certain personal information about you. As of January 1, 2004 the federal legislation protecting your privacy requires that CBSI obtain your consent to collect, use and disclose your personal information for identified purposes. We invite you to read the following carefully to understand our policies and practices with respect to personal information. The nature of personal information we collect may include: Information we receive from you such as your name, address, contact information and general financial, credit and reference information; Facts about your historical and current consumption of power; Information about your transactions with us, such as meter number, account number, account balances, payment history, and account activity; Identifying information, such as phone number. CBSI uses the information we collect for the following purposes: To provide you with continuous electric service and to bill you for that service; To assist us in the collection of accounts; To respond to your inquiries about energy use and billing; To prevent fraud with respect to both you and our company; To meet legal and regulatory requirements. It may be necessary to share your billing and consumption information with third party billing and settlement agencies. Your information may also be disclosed or shared with other agencies or organizations as required by law, regulation or our Agreement with the Developer, Condominium Corporation and/or Building Owner. By signing below, indicates you have read and understood this statement by CBSI regarding the collection, use and disclosure of my personal information, and I hereby consent to have CARMA collect and use my personal information for the purposes stated above.

OWNER POSSESSION DATE

_____
mm/dd/yyyy

OR

RESIDENT MOVE-IN DATE

_____
mm/dd/yyyy

"We, the undersigned, being the Owner(s) and/or Resident(s) of the above noted Condominium Unit(s) acknowledge and agree: (1) to have read and understood CBSI's Conditions of Service, (2) to be fully responsible for the payment and to promptly pay prior to the due date each month of the full amount due and payable for utility services and consumption (including any applicable taxes) supplied to our Unit(s) for such period; (3) upon our default or failure to promptly pay, CBSI shall have the right to disconnect the utility services to our Unit(s); and (4) we will be responsible for and shall indemnify and hold harmless CBSI, its officers, directors, employees and representatives from and against all and any claims (i) arising as a result of the failure to provide utilities to our Unit(s) occurring for any reason whatsoever unless attributable to the negligence of CBSI; and (ii) arising as a result of CBSI's disconnecting or failing to reconnect the utility services, unless attributable to the negligence of CBSI."

I confirm that the information provided above is true.

X_____ Date: _____
OWNER/RESIDENT'S SIGNATURE

Please complete, sign, date and fax to Carma Billing Services Inc. at 1-866-577-1224.

FOR INTERNAL OFFICE USE ONLY:
Security Deposit Required YES ☐ NO ☐ Amount Required: _____

NOTIFICATION OF ABSENCE

Resident Name:

Unit Number:

I will be away from _____ to _____

In the event of an emergency, please contact:

☐ Me at _____ (contact info)

☐ Alternative (name) _____ at

_____ (contact info)

I authorize the following person(s) to enter my suite as required:

☐ Alternative (name) _____ at

_____ (contact info)

Special considerations in my absence:

_____

_____

_____

_____

SUGGESTION/REQUEST FORM

Residents are encouraged to submit requests through the radioCITY Concierge Plus webportal at www.radiocitycondo.com

Name: _____ Main Phone#: _____

E-Mail: _____ Business Phone#: _____

Address: _____ Unit/TH #: _____

Suggestion/Request:

_____

_____

_____

_____

_____

_____

Signature:_____ Date:_____

_____

FOR OFFICE USE ONLY
Action taken:

_____

_____

_____

Signature:_____ Date:_____

PropertyWright Management Inc.
2 Bloor Street East Suite 3500
Toronto, Ontario
M4W 1A8

Head Office: 416-549-1412
Fax: 437-912-2700