

P.S.C.C. #774

**6720 GLEN ERIN DRIVE
MISSISSAUGA, ONTARIO**

**CORPORATE DOCUMENTS
RULES & REGULATIONS**

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PEEL STANDARD CONDOMINIUM CORPORATION NO. 774

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INTRODUCTION

The Condominium Act and the Condominium documentation which all owners received contain a number of Rules, Regulations and By-Laws designed to assist our Corporation to operate in a businesslike manner that is in the best interests of the majority of residents. Your Board of Directors is also authorized by legislation and these same documents to introduce additional Rules for the same purpose.

The full list of the above "Regulations" is lengthy and not easy to find among the many pages of the Corporation's documentation. All Residents should, however be very familiar with them, particularly those which establish the "do's and don'ts" that must be followed for the maximum comfort and enjoyment for the majority of residents.

At the first reading, a few Residents may think some of the Rules and Regulations are too restrictive. A moment's reflection, however, should clarify the need for certain restrictions if communal living, such as the Corporation offers, is to accommodate the wishes of the majority.

Property Management, to whom infractions of the Rules and Regulations should be reported in writing, has the full support of the Board of Directors in seeing that the do's are done and the don'ts are not done. Your cooperation in this regard will be greatly appreciated by your neighbors.

The following Rules shall be observed by each Owner, and the term "Owner" shall mean "Owner" as defined in the Condominium Act for purposes of compliance with the Act, Declaration, By-laws and Rules and includes Residents, occupants and/or tenants or licensees, their families, visitors, guests and employees or agents of any of the above.

"Property Manager" shall mean the individual or company appointed by the Corporation to manage the property and assets of the Corporation, or any agent or employee thereof.

The terms used herein shall have the same meaning as the terms in the Condominium Act.

Some of the matters contained in this package are also contained in the Corporation's Declaration or By-Laws and are included here for information purposes.

ENFORCEMENT

1. These regulations apply to all present and future owners who shall be subject to and shall comply with the provisions of the Act, the Declaration, the By-Laws and any other Rules and Regulations of Peel Condominium Corporation No. 774 (herein after referred to as “the Corporation”)
2. In addition to all other means of enforcement available to the Corporation, attention is directed to Section 49 of the Act which provides that a duty imposed by the Act, the Declaration, the By-Laws or the Rules (herein after referred to as “Documentation”) may be enforced by an order of the Court directing the performance of the duty.

RULES

The following Rules made pursuant to the Condominium Act, 1998, S.O. 1998, c.19 (the Act) shall be observed by all owners (collectively, the "Owners" and any other person(s) occupying the Unit with the owner's approval, including without limitation, members of the Owner's family, his tenants and guests.

Any losses, costs or damages incurred by 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 Condominium Corporation (the "Corporation") against such Owner in the same manner as Common Expenses.

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 the Corporation by reason of a breach of any rules in force from time to time by any owner or occupants, his family, guests, visitors, servants or agents shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expense.

2. QUITE 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 of Directors (herein after the "Board") or the Manager, may or does disturb the comfort or quiet enjoyment of the Units or common elements by other Owners of their respective families, guests, visitors, servants and persons having business with them.

- (b) No noise shall be permitted to be transmitted from one unit to another. If the Board determines that any noise is being transmitted to another Unit and that such noise is an annoyance or a nuisance or disruptive, then the Owner of such Unit shall at his expense take such steps as shall be necessary to abate such noise to the satisfaction of the Board. If the Owner of such Unit fails to abate the noise, the Board shall take such steps as it deems necessary to abate the noise and the Owner shall be liable to the Corporation for all expenses hereby incurred in abating the noise (including reasonable solicitor's fees).
- (c) No auction sales, private showings 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. 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 common element keys/keycards/fobs 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) No visitor may use or have access to the common elements and facilities unless accompanied by or visiting an owner or occupant.
- (d) Building access doors shall not be left unlocked or wedged open for any reason.
- (e) Service elevator availability shall be allocated by the manager in accordance with the elevators and moving rules. Loading facilities shall only be used with prior permission and as scheduled by the manager.
- (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 lock system on the property and a copy of each new key must be delivered to the manager.

- (g) Owners shall supply to the Board the names of all residents and tenants of all residential Units and the license number of all motor vehicles that are parked in parking Units.

4. SAFETY

- (a) No storage of any combustible or offensive goods, provisions or materials shall be kept in any of the Units or common elements.
- (b) No propane or natural gas tank shall be kept in the units or exclusive use common elements.
- (c) Owners and occupants shall not overload existing electrical circuits.
- (d) Water shall not be left running unless in actual use.
- (e) Nothing shall be thrown out of the windows, over the balconies or the hallway doors of the units.
- (f) No barbeques may be used indoors or on the balconies.
- (g) No live trees over the holidays
- (h) 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 of 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.
- (i) Smoking is prohibited in all common areas except as may be designated as a smoking area by the Board.

5. COMMON ELEMENTS

- (a) No one shall harm, mutilate, destroy, alter or litter the common elements or any of the landscaping work on the property, if any.

- (b) No awning, foil paper, shades or structures fastened to the building shall be erected over, on or outside of the windows, patios, balconies or terraces without the prior written consent of the Board. Board has full discretion to determine appropriate colours and style of all exclusive use common elements that are considered part of the building aesthetic as a whole.
- (c) No equipment shall be removed from the common elements by, or on behalf of, any owner or occupant of a unit.
- (d) No outside painting shall be done to the exterior of the units, railings, doors, windows, or any other part of the common elements.
- (e) The passageways and walkways 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.
- (f) Any physical damage to the common elements caused by an owner or occupant, his family, guests, visitors, servants, or agents shall be repaired by arrangement and under the direction of the Board at the cost and expense of such owner or occupant.
- (g) 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.
- (h) No building, structure or tent shall be erected, placed, located, kept or maintained on the common elements and no trailer with living, sleeping or eating accommodations shall be placed, located, kept or maintained on the common elements.
- (i) 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 removing such pet from the property.

6. RESIDENTIAL UNITS

- (a) The toilets, sinks, showers, bath tubs and other parts of the plumbing system shall be used only for the 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 or agent 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 consent of the Board.
- (c) No owner shall overload the existing electrical circuits in his Unit and shall not alter in any way the amperage of the existing circuit breakers in his Unit.
- (d) Units shall be used only for such purposes as provided for the Corporation's Declaration and as herein after 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.
- (e) 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 spraying program to eliminate any incident of pests, insects, vermin, or rodents within the buildings.

7. PETS

- (a) When transporting the pet from the condominium suite, the Owner shall either carry the pet or ensure it is leashed.
- (b) Residents are responsible for cleaning up after their pets when the grounds and common areas are polluted. If accidents happen inside the building, the owner shall be responsible for cleaning or to notify the cleaning staff. Immediate action is required.
- (c) Owners are responsible for any damage caused by their pets.

- (d) Pets shall be kept clean and groomed at all times and may not be permitted to create any inconvenience, noise or disturbance.
- e) No breeding of pets for sale shall be carried on, in or around any unit.
- F) No pet that is deemed by the Board, in its absolute discretion, to be a nuisance shall be kept by any Owner of any unit or in any other part of the property. Any owner that keeps a pet on the property or any part thereof shall, within two weeks of receipt of a written notice from the Board or the Property Manager requesting the removal of such pet, permanently remove such pet from the property.

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, odors and disintegration during its fall down the garbage chute or in the disposal rooms.
- (b) Newspaper and magazines shall not be thrown down the garbage chute, but shall be securely bound and deposited in the designated recycling area.
- (c) Bottles shall not be thrown down the garbage chute but shall be deposited in the designated recycling area.
- (d) 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.
- (e) No garbage is to be left on the garbage disposal room floor.
- (f) No burning cigarettes, cigars, ashes or other potential fire hazards shall be thrown down the garbage chute.
- (g) Hours shall only be placed in the garbage chute between the hours of 8:00am and 10:00pm.
- (h) All glass bottles, glass containers, and other such recyclable materials must be separated and place in the recycling bins.

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 Tenant Information Form in accordance with Schedule 1 attached hereto, a duly executed Tenant's Undertaking and Acknowledgment in accordance with Schedule 2 attached hereto and an executed copy of the Application/Offer to Lease and 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, 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 lease shall be for a period of less than six (6) months without the approval of the Board.
- (f) No owner shall allow his tenant to sublet his unit to another tenant.
- (g) 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 thereto.
- (h) During the period of occupancy by the tenant, the owner shall have no right of use of any part of the common elements.
- (i) The owner shall supply to the Board, his current address and telephone number during the period of occupancy by the tenant.

10. PARKING

For the purpose of these Rules, "motor vehicle" means a private passenger automobile, station wagon, compact van, or a motorcycle as customarily understood. No motor vehicle parked upon any common elements shall exceed a height of 1.85 metres.

No vehicles, equipment or machinery, other than motor vehicles shall be parked or left on any part of the common elements and without limiting the generality of the foregoing, no parking areas shall be used for storage purposes.

(a) Parking is prohibited in the following areas:

- (i) Fire zones;**
- (ii) Traffic lanes;**
- (iii) Delivery and garbage areas; and**
- (iv) Roadways.**

(b) 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.

(c) No motor vehicle, trailer, boat, snowmobile, mechanical toboggan, machinery or equipment of any kind shall be parked on any part of the common elements, nor in any Unit other than in a designated parking space but which 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.

(d) A parking permit is required with respect to any motor vehicle parked on any area of the common elements designated as a "Guest/Visitor Parking Area" between the hours of 2:00am and 7:00am at all times. The permit shall be an official permit authorized and issued by the Board of Directors, the Manager and/or its designated agent. Owners are responsible for obtaining a permit on behalf of their guests/visitors, in advance, from the Board of Directors, the Manager and or its designated agent, during normal business hours. A permit shall not be issued for a period in excess of three (3) consecutive days and to a maximum number of eight (8) times in a thirty (30) day period.

- (e) All motor vehicles operated by Owners must be registered with the Manager. Each Owner shall provide to the Manager the license 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 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 seventy-two (72) 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 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 manner as not to obstruct traffic. No mopeds and 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 the proper operating license.
- (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) Guest and visitors shall park only in areas designated as guest or visitor parking.
- (l) No motor vehicle having a propane or natural gas propulsion system shall be parked in a parking unit or the common elements without written approval of the Board.

(m) No parking units shall be used for any purpose other than to park a motor vehicle that is a private passenger automobile, station wagon, compact van or motorcycle.

11. BALCONIES, DECKS, TERRACES AND EXCLUSIVE USE AREAS

(a) Balconies, patios, terraces and exclusive use areas shall not be used for cooking and barbecuing. The only exception to this is the use of an electric grill. At no time is the use of open flames permitted.

(b) No hanging or drying of clothes is allowed on any balcony, patio, terrace or exclusive use area without the use of an appropriate drying rack. Nothing is to be hung over balconies at anytime. The Board has full discretion to deem anything of this nature offensive at any time resulting in the immediate and permanent removal of nuisance items.

(c) Balconies, patios, terraces and exclusive use areas shall not be used for the storage of any goods or materials.

(d) Only seasonal furniture is allowed on balconies, patios, terraces 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, patio, terrace 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.

13. ELEVATORS AND MOVING

(a) Furniture and equipment shall be moved into or out of the building only by the elevator designated for such purpose (the "service elevator") by the Board. 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. The reservation shall be for a period not exceeding four (4) hours. An elevator reservation agreement in accordance with Schedule 3 attached hereto shall

be signed when reserving the service elevator. Nothing shall be placed or left, even temporarily in the hallways.

- (b) Except with prior written authorization of the Board, moving and deliveries shall be permitted only between the hours of 8:00am to 4:00pm and 6:00pm to 9:00pm Monday to Friday. 8:00 to 1:00pm on Saturday. No moving in or out or booking of elevators shall take place on Sunday or 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 superintendent 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 re-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 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 a suite, the owner or occupant vacating the premises shall surrender all common element keys and any garage access devices in his possession to the manager or its staff. The Corporation shall, have the right to withhold any security deposit in its possession until same have been surrendered.
- (i) Bicycles and carts shall not be taken on any elevator.
- (j) Smoking is prohibited in all elevators.
- (k) Rules 12(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 12(c) for their initial move-in only.
- (l) Any person using the elevator for the purpose of moving in or out without prior reservation and protective pads will be subject to a \$250 fee. This fee will also be levied upon those using the elevator to move large items in and /or out of the building that could be reasonable expected to damage the elevators. This includes but is not limited to refrigerators, laundry machines or any large pieces of furniture. This fee can be applied to any owner in the same fashion as common element fee's.

14. OWNER'S CONTRACTORS, TRADE 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 person 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 owners 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.

SCHEDULE 1

Tenant Information Form

Peel Standard Condominium Corporation No. _____

Unit _____, Level _____

Municipal Address:

Landlord's Name:

Landlord's Permanent Address:

Telephone:

Term of Lease: _____ years

Commencement Date:

Attach a copy of the application/offer to lease and the lease itself.

Tenant's Full Name:

Social Insurance Number:

Driver's License Number:

Vehicle Plate Number:

Number of Occupants: Adults _____, Children _____, Total _____

Adults Full Names: _____

Children's Full Names: _____ Age _____

_____ Age _____

Tenant's Present Address _____

Telephone: _____

Employer:

Business Address:

Business Telephone Number:

Name of Nearest Relative:

Nearest Relative's Address:

Telephone:

DATED at _____ this _____ day of _____, 20 _____

Tenant's Signature

SCHEDULE 2

Tenant's Undertaking and Acknowledgment

Peel Standard Condominium Corporation No. _____

I/We, _____ the undersigned, as tenant(s) of Unit _____, Level _____, (the "Unit"), according to Peel Standard Condominium Plan No. _____, 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. 1998 c. 19 and the Regulations made thereunder, and all subsequent amendments thereto, and also the Declaration, By-Laws and Rules of the said Peel Standard Condominium Corporation No. _____ (the "Corporation").

I/We acknowledge that I am/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.

I/We intend to occupy the Unit with the persons named above as our principal residence for the stated term of the Lease accompanying this information form and for no other purpose and I/we further acknowledge and agree that only those persons named herein will be entitled to reside in the Unit, subject always to my/our right to have guests and visitors from time to time in accordance with the Rules.

I/we further acknowledge that the Unit is restricted to a maximum of four persons.

I/we further acknowledge and understand that in the event that I/we or any occupant residing in the Unit 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, 1998*.

DATED at _____ this _____ day of _____, 20_____

Tenant's Signature

SCHEDULE 3

ELEVATOR RESERVATION AGREEMENT

Reservation requested by _____
(Print first name and last name)

Suite _____

Bus Phone _____

Home Phone _____

Owner _____
(Print first and last name)

The reservation request is for the use of the service elevator for the purpose of a move out/move in delivery.

Outgoing Resident _____

Incoming Resident _____

Delivery/Movers _____

The date and time of the reservation shall be:

(Day) (Month) (Year)
From _____ to _____ (Maximum 4 hours)

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 \$ _____ by cash, money order or certified cheque payable to _____. This amount will be refunded upon completion of the move and not having caused any damage to the common elements of the Corporation and upon surrender to the manager or its staff all common element keys and garage access devices in my possession.
2. I shall notify the manager or superintendent and request an inspection of the 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.
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 special care will be taken with regard to the MIRRORS that are present in the elevators. I agree that the PROTECTIVE PADS must be in place prior, during and after and/or 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 in force from time to time.

DATED at _____ this _____ day of _____, 20_____.

Applicant's Signature

AREA INSPECTED	BEFORE	AFTER
Loading Dock Area	_____	_____
Moving Room and Doors	_____	_____
Ground Level Lobby and Doors	_____	_____
Elevator Doors/Frame	_____	_____
Elevator Cab/Pads	_____	_____
Corridor Floor/Walls	_____	_____
All Fixtures	_____	_____
Suite Door	_____	_____

SCHEDULE 4

PARTY ROOM RULES AND AGREEMENT

1. Use of the Party Room is limited to unit owners or lessees and their guests.
2. Any unit owner or lessee wishing to use the Party Room for private purposes must deposit **\$200.00** by cheque made payable to Peel Standard Condominium Corporation No. 774 (PSCC #774) into the management mailbox located opposite the Management Office. This deposit will be refunded after an inspection is completed by an authorized representative of the Corporation, provided the premises have been cleaned and there is no damage. The rental fee is to be paid by a separate cheque in the amount of **\$50.00**.
3. **IMPORTANT NOTE: Keys must returned within 1 day in an envelope with your unit #. If keys are not returned within 1 day, the locks will be changed and the security deposit will be used for the cost of the locksmiths' services.**
4. The Party Room will be inspected by an authorized representative of the Corporation both before and after each function.
5. The unit owner or lessee reserving the Party Room must be in attendance at all times during the function.
6. Smoking is not permitted in the Party Room or adjacent corridors, lobby or stairwells. Also beer and alcoholic beverages are not permitted in corridors, lobby or stairwell.
7. Noise levels must not be offensive to adjacent owners and, after 11:00 p.m., must not be audible outside of the Party Room. Party Room must be cleared by mid-night.
8. Attendance at any private function is limited to 20 people only.
9. The Party Room and all facilities must be cleaned before 12 noon of the day following the function or the deposit may be forfeited. Cleaning does include: vacuuming carpet, removal of carpet stains, washing floors, surfaces, walls, fridge and stove interior (if applicable), washrooms, removal of decorations, restoration of the Party Room to the

condition in which you found it. Please use masking tape only; not scotch tape to affix decorations to the walls as scotch tape removes paint! – ALL GARBAGE MUST BE REMOVED.

10. Any accidental damage (i.e. cigarette burns in the carpet, broken mirrors, etc.) will be repaired by the Corporation at the unit owner or lessee's expense.

11. The use of the Party Room for any commercial or fund raising purpose is not permitted without the expressed permission of the Board.

I acknowledge that I have read and agree to abide by these rules and conditions.

_____	_____	_____
Name	Unit #	Home Phone #
_____	_____	
Unit Owner/Lessee	Date of Function, *Start and Finish Time (approximately)	

Signature

Rental Fee Paid Security Deposit Paid Deposit Refunded

*****IMPORTANT NOTICE:** The rental fee, security deposit and signed rental agreement must be received

2 weeks prior to your function, to ensure that your booking is secured.

The key for the Party Room will only be dropped off