

**WALLDORF
PLAZA**
C O N D O M I N I U M S

WELCOME PACKAGE

1450 Hopkins St. Suite 102, Whitby, ON, L1N 2C3 Site Office
Phone :905.430.8333 Email:Tracey@Mccallwynne.ca

DURHAM CONDOMINIUM CORPORATION No. 122

*Suite 102, 1450 Hopkins Street, Whitby, Ontario L1N 2C3
Phone: (905) 666-5794 or (416) 924-1100 Fax: (905) 666-5795*

Dear Resident/Owner:

We would like to welcome you to the Waldorf Plaza. This package is intended to answer many of your questions as you settle into your new home. Please take a few minutes to read these contents and keep it handy for future reference.

In the event a problem should arise, please contact your building manager. The office is located in the lobby and is staffed Monday to Thursday 9am – 12pm. The phone number is 905.430.8333, if you're calling after office hours, please leave a message so that we can get back to you. If you have a building related emergency and are unable to contact either the superintendents or the office, please call our 24-hour answering service at 1.877.393.4533.

Condo fees are due on the 1st of each month.

A complete set of building rules and policies has also been enclosed in this package

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Elevator Bookings

The elevators are available for bookings on our website at www.walldorfcondo.ca/elevator-bookings Monday to Saturday from 9am – 12:00pm or 1pm – 4pm. All large items are to be moved through the loading dock doors located beside the underground garage entrance and not through the front doors. There are no moves or deliveries allowed on Sundays or Holidays.

Rogers Cable and Bell Telephone Contractors

Please ensure that appointments with contractors who may need access to the electrical room or Rogers closets be made Monday – Friday between the hours of 8:00 a.m. and 4:00 p.m. so the superintendents are available to provide them with access.

Key Fobs

Each suite has been provided with 2 key fobs. If you did not receive two please contact the lawyer who looked after your closing or your landlord. Extra fob's are available in the office at a cost of \$50.00 each. They are non-refundable.

Remote Garage Door Openers

Remote garage door openers are available for a fee from Rivett Hardware in Whitby. Their address is 111 Industrial Drive, Whitby. The phone number is 905-668-4455. Please be advised that these devices are under warrantee for 1 year only.

Parking

The above-ground parking lot is for visitors only. This includes the handicap spots. Residents are not to park there and are subject to parking tickets if they do. Underground parking spots are not to be used for storage of any items such as storage bin, tires, walkers etc. This is due to fire regulations.

Garbage Disposal

Due to noise the garbage chutes should not be used between the hours of 11:00pm and 6:00 a.m.

All garbage is to be place inside tightly closed plastic bags before being placed in the garbage chute. No wood or metal items are to be placed in the chute. Do not leave any items in the chute rooms. **Kitty littler is not to be put in the chutes**, it is to be placed in bags and put down by the compactor room doors on P1.

Management and building staff are not responsible for any items accidentally thrown down the garbage chute by residents and are unable to retrieve items for residents.

Recycling

All recycling items are to be placed in the designated bins located beside the overhead garage door on P1. There are three types of products recycled cardboard, paper and containers. The bins are clearly marked. Shredded paper is to be bagged in a clear plastic bag before being placed in the recycling bin.

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Disposal of Large Items

The building has no facilities for disposing of large items such as mattresses, furniture, toilets, vanities or appliances. It is the responsibility of residents to have these items removed from the premises themselves. Items are not to be left on the curb on Rossland Road for pick up.

Superintendent

We have a live in superintendent, while this is helpful to ensure a high level of service it can be problematic if her right to time off is not respected by all residents. Her normal working hours are Monday to Friday 8:00am to 4:00pm.

She is on call for building related emergencies only after that. When off duty sign is on her door, please do not bother her with personal issues, call the office and leave a message or slip a note under the door and someone will get back to you

Being locked out of the building because you lost your keys is not considered an emergency, so don't buzz the superintendents after working hours in order to be let in. Maintenance staff will not provide access to the building or suites to people who do not have keys. We are unaware of the personal situations of residents so for security reasons we are unable to give access.

Keys Lost Down the Elevator Shaft

Please be cautious with your keys around the elevators. If you lose your keys down the shaft, call the office and leave a message. The elevator company will retrieve them for you on the next scheduled maintenance visit for free. A special call out will cost \$300.00 and will not be done after 4pm or on a weekend.

Plumbing Issues

If you notice water leaking into your unit from the unit above please call the office and let the management know. We will investigate the situation.

Please deal with leaking facets and running toilets within your suite in a timely manner. The water bill is paid out of your condo fees so dealing with these issues promptly will help to reduce the costs to all owners.

In suite Repairs and Renovations

Other than plumbing issues that may affect other units and problems with the heating and air conditioning systems, all in suite repairs are the responsibility of the unit owner and not the corporation. Outlines of all renovations are to be given to the office with a copy of drawings, if applicable. Only licensed trades are permitted to work in the building.

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Party Room

The party room is available for use by owners, provided certain conditions are met. Bookings for the party room can be found online at www.walldorfcondo.ca/party-room-booking. There are no bookings permitted from December 25th – January 1st inclusive.

Exercise Room

You must be 18 years of age to use the equipment and all the guest must be accompanied by a resident. The room is open from 5:00am to 10:00pm and must be booked online at www.walldorfcondo.ca/gym-bookings. Please report any problems with the equipment to the office.

Exercise Room

You must be 18 years of age to use the equipment and all guests must be accompanied by a resident. The room is open from 7:00 am to 11:00 p.m. Please report any problems with the equipment to the office.

Visitors

Visitor parking is for visitors to the building only. Residents are responsible for their visitors while they are in the building. All visitors must be accompanied by a resident if they are making use of any of the recreation facilities in the building, ie pool area, billiard room and party room.

Pets

The condominium rules allow for pets 30 pounds or under to reside in and/or visit the building. An owner may have one dog or two cats in his unit but shall not have both one dog and one cat and shall not have more than one dog or two cats. Pets must be picked up after and leashed whenever they are in the common areas of the building. This includes hallways, elevators and the parking garage. Pets are not permitted on the grass in the common areas.

Smoking

Lockers

Owners of lockers are advised that they are not to store any combustible items i.e. propane or oil based paints in their lockers. Also, nothing is to be stored on top of the cage as these items could interfere with the functioning of the overhead sprinkler system.

In Wall Dryer Vents

Residents are responsible for cleaning the duct above the dryer regularly, as well as the lint catcher in your dryer. If you experience any difficulty please contact the office so we can show you the proper technique.

4 OCCUPANT FIRE PROCEDURES:

Upon discovery of fire:

- Alert occupants and leave the fire area, take suite key if readily available.
- Close all doors behind you.
- Alarm the occupants of the building, Yell "**FIRE**", Activate the fire alarm system, use the pull station.
- Telephone the Whitby Fire and Emergency Services, from a safe location, dial 9-1-1. Never assume that this has been done.
- Give the correct address (711 Rossland Road East) and location of the fire and your name.
- Do not use elevators.
- Do not return until it is declared SAFE to do so by a Fire Official

Immediately upon hearing the fire alarm:

- To go or to stay, the decision is yours. Either case, you must act quickly and you must protect yourself from smoke.

If you decide to leave the building:

- Before opening the door, feel the door and doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If you see smoke, or feel air pressure or a hot draft, close the door quickly.
- If the corridor is free of fire and or/smoke, take the suite key , close the suite door behind you and leave by the nearest exit.
- Do not use elevators.

Before entering the stairway, open the door carefully and:

- If there is no smoke, use the stairway to leave the building at grade.
- If there is smoke, do not enter the stairway, close the stairway door. Go to alternate exit and again open the door carefully.
- If there is no smoke here, use the stairway to leave the building.
- If there is smoke, return to your apartment and protect yourself from smoke.

Once inside the stairway:

- If you encounter smoke on your way down the stairs, do not continue!
- Leave the stairway onto the closest available floor area, and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.
- If you cannot use any stairway to exit the building, return to your suite (if possible), or enter an available floor area and bang on suite doors until you are able to take shelter.

- Never go to the roof, smoke rises! Doors to the roof are locked and you could become trapped.
- Remember to stay low to the ground if you are in a smoke filled environment. The air is cleaner near the floor level.

If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in the suite and:

- Close the door but leave it unlocked for possible entry by fire fighters.
- Dial 9-1-1 and tell the Whitby Fire and Emergency Services where you are.
- Seal all cracks where smoke can enter by using wet towels or sheets (roll of wide masking/duct tape may be useful).
- Keep low to the floor if the smoke enters the room.
- Move to the most protected room and partially open the window for air. Signal to fire fighters by waving a sheet/towel. Close the window if smoke comes in.
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen for instructions or information given by authorized personnel.

SCHEDULE OF COMBINED RULES
DURHAM CONDOMINIUM CORPORATION #122
711 ROSSLAND ROAD EAST, WHITBY, ON L1N 8Z1

The following rules shall be observed by the owners and the term "owner" shall include the owner and any other person occupying a unit:

- 1) Conservation No owner shall overload any electrical circuit or drain. Unless in actual use, water shall not be left running. Toilets, sinks, bathtub and shower drains shall not be used for purposes other than those for which they are constructed and no sweepings, garbage, rags, ashes or other substances shall be thrown therein. Any damage resulting to them from misuse or from unusual or unreasonable use shall be borne by the owner.
- 2) Signs Advertising signs and/or notices shall not be inscribed, painted, affixed or placed on any part of the inside or outside of the building or common elements whatsoever without the prior written consent of the Board of Directors.
- 3) Window Coverings Window coverings, other than standard draperies and/or commercial blinds of a neutral colour, are not permitted on the interior side of the windows.
- 4) Storage Storage of offensive goods, provisions or materials shall not be allowed on the property. No owner 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 the building, or on property kept therein, or obstruct or interfere with the rights of any of the other owners.
- 5) Clear Access The entries, passageways, sidewalks, walkways and driveways used in common by the owners shall not be obstructed by any of the owners or used by them for any purpose other than for ingress and egress to and from their respective units.
- 6) Cleanliness Mops, brooms, dusters, rugs or bedding shall not be shaken or beaten from any window, door or on any part of the common elements. Barbecues shall not be used on any part of the property except on the patio where barbecues specifically authorized by the Board or Manager may be used. Hanging and drying of clothes is not allowed on any part of the common elements.
- 7) Disposal Owners shall not place, leave or permit to be placed or left in or upon the common elements, any debris, refuse or garbage but shall directly carry same to or place same in an area designated by the Corporation as a garbage depository. All debris, refuse or garbage shall be contained in properly tied polyethylene plastic bags. Where debris, refuse or garbage consists of one or more packing cartons or crates, the owner shall place flattened cardboard in the recycling area and any material larger than a standard garbage bag shall be taken to an authorized garbage disposal centre off site at the owner's expense. Nothing shall be thrown out of any window or door of the building.
- 8) Re-cycling All re-cycle materials as defined by Municipal law shall be placed in recycling area located on P1 in underground and not placed down the chute with regular garbage. Real Christmas trees are not permitted on site.

9) Noise Owners shall not create or permit the creation of or continuation of any noise, or nuisance which, in the opinion of the Board or the Manager, may or does disturb the comfort or quiet enjoyment of the property.

10) Pets No animal, livestock or fowl other than a pet as defined below shall be kept on the property and no pet that is deemed by the Board or Manager, in its absolute discretion, to be a nuisance shall be kept by any owner in any unit or in any other part of the property. For the purposes of these Rules, a pet shall be defined as a dog, domestic cat, caged bird or fish.

An owner may only have one dog or two cats in his unit but shall not have both one dog and one cat. The maximum number of caged birds allowed shall be two.

No pet having a weight in excess of 13.6 kg (30 pounds) shall be permitted in a unit or any part of the property.

All dogs and cats must wear a collar with an identification of its owner.

No dangerous animal or pet shall be permitted to be in or about any unit or the common elements at any time.

No breeding of pets for sale shall be carried out on or in the property. In the event of a female pet giving birth, the maximum nursing period shall be six weeks plus an additional 14 days for the unit owner to arrange other accommodation for the excess pets.

Unless within the confines of the dwelling unit, all dogs and cats shall be kept or held in hand by means of a lead, leash or chain and this provision shall be applicable to the whole of the common elements whether interior or exterior.

No pet shall be permitted, to soil or damage any part of the common elements whether by waste, excrement or otherwise, and in the event of same the owner of the pet shall make good such damage and effect the removal of any such excrement and save harmless the Corporation from any expense in connection therewith. And it is hereby declared that the minimum charge for removal of excrement from the property shall be \$25.00 per removal chargeable against the unit owner in whose unit the pet is resident or which the pet is visiting and such charge shall be collectible in the same manner as common expenses.

Any owner who 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 Manager requesting the removal of such pet, shall permanently remove such pet from the property.

11) Underground Parking No motor vehicles other than a private passenger vehicle, motorcycle or recreational vehicle not exceeding 1.98 m (6'5") in height shall be parked in the underground parking garage. Garage must be entered on the left side of the ramp and shall continue on the left side while in the underground. Upon exit of the parking stalls, drivers shall also veer to the left until out of the underground and off the ramp. Not more than 10 km/hr is permitted on site. No boat, snowmobile, machinery or equipment of any kind shall be parked on owned or leased parking spaces unless kept on a trailer.

Repairs to vehicles, other than for emergency repairs immediately necessary for operation of the vehicles, may not be made to any motor vehicle in or on a driveway or parking space.

Every owner shall be obligated to park all motor vehicles only within the boundaries of the land of the Condominium Corporation 122 as to prevent any parking problems on municipal streets adjacent to the Condominium lands. No owner shall park a motor vehicle on the property except in a parking unit owned by or leased to him.

12) Car Wash No motor vehicle, trailer, boat, snowmobile, mechanical toboggan, machinery or equipment of any kind shall be washed or cleaned in the parking garage or on any other part of the common elements unless in the special area designated for such purpose on P3.

- 13) Visitors Parking Visitor parking is for visitors only. Owners and occupants of units in the building who use visitor parking for their own vehicles are in violation of the rules. Visitors must obtain permission to park temporarily in visitor parking from the unit owner or occupant of the unit they are visiting. Violators of the rule will be subject to ticketing or towing by Town of Whitby by-law enforcement as posted on warning signs.
- 14) Antennas Television antennas, aerials, satellite dishes or similar structures or appurtenances thereto shall not be erected on or fastened to the exterior of any unit.
- 15) Gardens No one shall harm mutilate, destroy, alter or litter any of the landscaping work on the property including grass, trees, shrubs, hedges, flowers and flower beds.
- 16) Moving / Deliveries Elevator and access to the loading dock may be reserved for moves between the hours of 9:00 am and 8:00 pm by way of a reservation form available from the management office at least one business day before a scheduled move. Elevator reservations are subject to a refundable damage deposit. No household furniture or effects shall be taken into or removed from any unit except at such times and in such manner as may have been previously consented to and approved by the Board or its Manager, nor shall any heavy furniture be moved over any floor or hall, landing or stair, so as to damage them. Large items such as furniture and appliances may not be moved in or out of the main front doors.
- 17) Unit Flooring Noise dampening flooring shall be installed in all dwelling units sufficient to prevent noise from disturbing owners and, on receipt of a written notice from the Board or the Manager, the owner of a unit shall install adequate additional noise dampening flooring to prevent noise which may or does disturb the comfort or quiet enjoyment of the property by any other occupant of another unit.
- 18) Unit Alterations In order to maintain building code requirements, owners shall not make any alteration to interior walls, electrical circuits or plumbing lines in a unit except in accordance with plans and/or specifications submitted to and approved in writing by the Board of Directors or its Manager, so as to maintain building code requirements.
- 19) Electric Vehicles There is no provision for electric supply to vehicles in the underground parking. Deeded owners of parking spaces may petition the Board or its Manager to install electrical supply and separate metering at their own expense. Recharge costs of vehicles in parking spaces will not be shared by Corporation.
- 20) Common Elements All guests, using the common element areas of the building including party room, billiards room, gym, pool and spa, and outdoor gardens, must be accompanied by a unit occupant. The Corporation prohibits the use of the common element areas by absentee owners unless they are a guest of the occupant of the unit.
- 21) Party Room Unit owners, and tenants with approval by unit owners, may reserve private use of the party room by completing a rental contract available from the Management office. The room must be cleared by 11:00 p.m. Applicants must abide by all the terms and conditions as defined on the party room rental contract. The party room is to be available for the use of the occupants of the building on Christmas Day through New Year's Day but may not be reserved for exclusive use.

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- 22) **Entry Security** The Corporation shall maintain a security entry control system at exterior points of entry, recreational facilities and party room. Replacement of/or additional electronic entry devices may be purchased from the Manager.
- 23) **Enterphone** All occupants of the building shall be registered with the Corporation prior to any enterphone connections and/or listings on the enterphone panel.
- 24) **Rental Units** A copy of the tenant's lease, an insurance certificate clearly showing liability coverage for the suite, and a duly signed covenant pursuant to the Declaration of the Corporation must be provided by all suite owners renting their suites.
- 25) **No smoking** Smoking is prohibited in all indoor common areas including stairwells, billiard room, party room, and recreational areas.
- 26) **Bicycle Cage** Bicycle cage keys are \$3.00 each. Designated spaces and keys are issued by the management office. The Corporation is not responsible for losses or damages in this area and owners accept all liability for their personal property. No bicycles are permitted to be moved through the front door or lobby.
- 28) **Sale of unit** Parking stalls and lockers (if so registered on title) must be included in the sale of any condo unit and not sold as separate items. A vendor may not retain ownership of a locker or parking stall after the sale of their unit. No auction sale shall be held on the property.
- 29) **Loss Responsibility** Any loss, cost or damage incurred by the Corporation by reason of a breach of any rule by any owner of his unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses.

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Durham Condominium Corporation 122

Policy with Respect to Suite Maintenance and Repairs

Be it resolved that:

1. The Corporation will be responsible for the hot and cold plumbing risers up to the branch lines. Schedule "C" clearly states that hot and cold kitchen, bathroom and laundry shut off valves are the responsibility of the unit owner. The unit owner is responsible for all plumbing within the suite including faucets, sinks, toilets, tubs, shower diverter valves and shower and tub drains. All plumbing work must be performed by a duly licensed and insured plumber.
2. The Corporation will be responsible for the waste stacks up to the connection of the waste lines to the individual suites. The unit owner will be responsible for any drain backups within the suite. The Corporation's plumber will determine whether the backup is within the suite plumbing or the main stack
3. The unit owner is responsible for all electrical wiring within the unit, including the breaker panel, wires, receptacles, switches and light fixtures. All electrical work must be performed by a duly licensed and insured electrician.
4. Smoke and heat detectors within the suites form part of the life safety system of the building. Smoke and heat detectors in all suites will be tested annually and replaced, as needed, at the Corporation's cost.
5. Clothes dryers within the units are the property of the unit owner, however as a life safety measure, all related ductwork will be cleaned every three years at the Corporation's cost in order to reduce the risk of fire. The cleaning, maintenance and replacement costs for any fans in the ductwork will be born solely by the unit owner.
6. The Corporation will repair broken or damaged screens, provided the damage has not been caused deliberately by a resident or guest of the unit. The Corporation will replace screens when the screen requiring replacement is delivered to the management office. The unit owner will be responsible for the cost to replace any screens that are missing.

McCALL WYNNE PROPERTY MANAGEMENT INC.

102 - 1450 Hopkins Street, Whitby, Ontario L1N 2C3

Phone: (416) 924-1100

Phone: (905) 666-5794

Fax: (905) 666-5795

General email: brenda@mccallwynne.ca

GENERAL INFORMATION RECORD UPDATE

PLEASE COMPLETE AND SUBMIT BY EMAIL OR FAX (CONTACT INFO ABOVE)

Owner Information

Full Name(s) of Owners on Title		Corporation No.	
Mailing Address of owner if other than unit		Unit Address	
Telephone (home)		Telephone (work)	
Email address		Cell Phone	

Emergency Contact(s)

Name:	Home Phone:	Cell Phone:
	PETS: (list) _____	

RESIDENT Information for Unit

NOTE: If unit is to be tenanted, owner also to submit *Summary of Lease and Renewal Form*

Will the unit be inhabited by:	Owner/family OR	TENANTS
Name of Residents:	Home Phone (if applicable)	Cell/Work Ph: (If applicable)
1.		
2.		
3.		
4.		
5.		
6.		

Vehicle Information of Residents

Make:	Model:	Plate #:
Make:	Model:	Plate #:

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Emergency Assistance Form – September 2023

Please return back to the office

Dear residents,

In order to help ensure your safety during an emergency situation, we are asking your cooperation in providing the following information. Please indicate any person(s) in your suite requiring assistance in the event that an evacuation of the building becomes necessary. The information will only be given to emergency personnel upon their arrival at the building. It is up to residents to inform the building manager of any changes in their condition.

A copy of the OCCUPANT FIRE PROCEDURES from the building fire safety plan has been attached. Please ensure you are familiar with procedures outlined.

NAME _____

SUITE _____ PHONE NUMBER _____

ASSISTANCE REQUIRED: YES _____ NO _____

REASON FOR ASSISTANCE:

Owners Who Lease Units

For Owners who lease units (or for the information of those who may consider leasing units) a review of *The Condominium Act, 1998* is recommended for statutes regarding leasing of units.

Owners are to complete the attached **Summary of Lease or Renewal** . Completed forms are to be submitted to your Site Manager or sent to:

McCall Wynne Property Management Inc.
102 – 1450 Hopkins Street
Whitby, ON
L1N 2C3

Or send electronically by

FAX: 905-666-5795 or by email to brenda@mccallwynne.ca

From the Condominium Act, 1998:

Notification by owner

83. (1) The owner of a unit who leases the unit or renews a lease of the unit shall, within 30 days of entering into the lease or the renewal, as the case may be,

- (a) notify the corporation that the unit is leased;
- (b) provide the corporation with the lessee's name, the owner's address and a copy of the lease or renewal or a summary of it in the form prescribed by the Minister (Summary of Lease or Renewal); and
- (c) provide the lessee with a copy of the declaration, by-laws and rules of the corporation. 1998, c. 19, s. 83 (1).

Termination of lease

(2) If a lease of a unit is terminated and not renewed, the owner of the unit shall notify the corporation in writing. 1998, c. 19, s. 83 (2).

Record of notices

(3) A corporation shall maintain a record of the notices that it receives under this section. 1998, c. 19, s. 83 (3).

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Suite 102, 1450 Hopkins Street, Whitby, Ontario L1N 2C3
Phone: (905) 666 5704 or (416) 874 1100 Fax: (905) 666 5705
SUMMARY OF LEASE OR RENEWAL
(clause 83 (1) (B) of the *Condominium Act, 1998*)

TO: _____ Condominium Corporation No. _____
(name of condominium corporation)

1. **This is to notify you that:** *[Strike out whichever is not applicable: a written or oral (strike out whichever is not applicable: lease, sublease, assignment of lease)*

OR

a renewal of a written or oral (strike out whichever is not applicable: lease, sublease, assignment of lease)] has been entered into for:

Unit(s) _____ Level _____

on the following terms:

Name of lessee(s) (or sublessee(s)): _____

Telephone number: _____ Cell number, if any: _____

Commencement date: _____ Termination date: _____

Option(s) to renew: _____ Fax number, if any: _____

(set out details)

Rental payments: _____
(set out amount and when due)

Other information: _____
(at the option of the owner)

2. **I (We) have provided the (strike out whichever is not applicable: lessee(s), sublessee(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 (strike out whichever is not applicable: lease, sublease, assignment of lease) is terminated.**

Dated this _____ day of _____, _____.

(signature of owner(s))

(print name of owner(s))

(In the case of a corporation, affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)

(address)

(telephone number)

(fax number, if any)

Pre-Authorized Debits (PADs)
Payor's PAD Agreement - Mandatory and Supplementary Elements
Durham Condominium Corporation No. 122

Please complete the Pre-Authorized Debit (PAD) Plan agreement below.

I/we authorize D.C.C. No. 122/McCall Wynne Property Management Inc. and financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and /or one-time payments from time to time, for payment of all charges arising under my/our Condominium account(s). Regular monthly payments will be debited to my/our specified account on the 1st day of each month. D.C.C. No. 122/McCall Wynne Property Management Inc. will obtain my/our authorization for any other one time or sporadic debits. Payments will be applied to the oldest debt first.

This authority is to remain in effect until D.C.C. No. 122/McCall Wynne Property Management Inc. has received written notification from me/us of its change or termination. This notification must be received at the address provided below at least 10 (ten) business days before the next debit is scheduled. Failure to provide termination advice prior to a withdrawal will result in a \$25.00 administrative fee, to be deducted from any refund generated. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca

D.C.C. No. 122/McCall Wynne Property Management Inc. may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.

PLEASE PRINT

DATE: _____ **Service:** Personal Condo Fees

Names(s): _____

Address: _____ **Unit #** _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone Number: _____ **Email:** _____

Authorized Signature(s): _____ (REQUIRED)

Complete and deliver to your Site Manager OR Email to brenda@mccallwynne.ca

Attach either a void cheque or a copy of your pre-authorized payment information form from your financial institution.

D.C.C. 122
c/oMcCall Wynne Property Management Inc.
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