

New Resident Information Procedure

Administration Procedures

- No owner or resident can move into the building until all the pertinent documents and cheques have been completed and received in the Management Office (listed below)

Office Documents

- **MTCC #932 Confidential Resident Information Sheet**
- All sections must be filled in, phone #'s, license plate numbers etc.
- **Tenancy Acknowledgement**
- Must be submitted by the Tenant or Owner
- **Tenant Agreement**
- Must be submitted by the **Tenant only**
- Lawyers letter signifying official close date **Owner only**

Registration Cheque's Elevator Deposit

- This cheque is made payable to M.T.C.C. #932 in the amount of \$250.00
- This cheque is not cashed, but held by the Administration Office for future service elevator use
- Remember to book well in advance to avoid conflict in scheduling

Entry and Elevator Access Fobs

- All residents are required to carry an access fob while in the building. Its effective use serves to promote and enhance security measures as a whole
- Each resident is responsible to arrange for and carry their own access fob
- **Access fobs are not transferrable**
- Fobs are available only through the Management Office
- Fobs are available for a refundable deposit of \$100.00 Canadian dollars
- Access fobs are only allocated to residents living in the building; they will not be issued to relatives or friends
- **Unauthorized persons using a fob will result in the de activation of the fob and a loss of your deposit**
- An additional fob can be obtained by contacting the Management Office and providing a \$100.00 deposit
- When vacating the building, all fobs must be returned to the Management Office within thirty (30) days of your move out (along with a forwarding address and phone number where you can be reached) or no deposit refund will be forwarded
- Lost access fobs are non-refundable
- Replacement for lost fobs is at your own expense

Parking Garage Remotes

- If you have use of a parking space, a remote garage door opener must be obtained
- from the Management Office at a cost of \$75.00
- Without a garage door remote you will not have access to the lower parking levels
- **Garage door remotes are not refundable**
- **Parking garage entrance door is 6' 2"**