

## 3.1. Office Locations

### RYPM Office Locations & Usage Guidelines

At **Royal York Property Management (RYPM)**, we're proud to provide access to **21 fully staffed office locations across Ontario**. Unlike 99% of other companies in the industry that operate without physical offices, we give both our **agents** and **clients** a professional and secure space they can count on.

#### Why Our Offices Matter

- **For Agents:** Whether you're on the road or need a quiet place to work between appointments, our offices are open for your use. Stop by to work, refresh, or prepare for client meetings.
- **For Clients:** Clients can come by any time during business hours (9:00 AM – 5:00 PM) to **pick up or drop off keys**. If they want to meet with someone, they must always book in advance.

#### Meeting & Office Usage Rules

- Agents may use any RYPM office location freely, but **all client meetings must be coordinated through the Regional Office Administrator**, who will schedule and confirm the appointment.
- The Regional Office Administrator is the only point of contact for booking appointments to ensure proper coordination.
- All appointments must be logged in the **CRM calendar** for tracking.
- Agents must **check in via GPS tracking** to qualify for gas compensation.
- **Boardrooms** are available for client meetings by appointment only (not for morning meetings).
- **Public coworking areas** are available for independent work at all offices except the North American HQ.

#### Office Locations

- RYPM operates 21 offices across Ontario, including Toronto, Mississauga, Vaughan, Hamilton, Ottawa, London, and Windsor.
- Each office has a **dedicated phone number and email**, but all appointment bookings must go through the **Regional Office Administrator**.

#### North American HQ – North York

- **Location:** 789 Don Mills Road, Suite 801, North York, Ontario
- **Restrictions:** No morning meetings or coworking allowed at this office due to high demand.
- **Note:** Strict scheduling and security protocols must be followed.

✨ **Key Message:** Our offices are here to support agents on the road and to reassure clients with a professional, physical presence. Clients can always walk in to drop off or pick up keys, but **every appointment must be booked through the Regional Office Administrator** to ensure smooth coordination.



## Office Locations & Contact Information

### Ajax

- **Address:** 190 Harwood Avenue South, Ajax, Ontario L1S 2H6
- **Intersection:** Harwood Avenue South & Bayly Street East
- **Email:** [Ajax\\_pickering@royalyorkpm.com](mailto:Ajax_pickering@royalyorkpm.com)
- **Phone:** 1 (289) 255-1310
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

### Barrie

- **Address:** 92 Caplan Avenue, Barrie, Ontario L4N 0Z7
- **Intersection:** Caplan Avenue & Bryne Drive
- **Email:** [Barrie@royalyorkpm.com](mailto:Barrie@royalyorkpm.com)
- **Phone:** 1 (705) 712-0662
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

### Brampton

- **Address:** 100 Queen Street West, Brampton, Ontario L6X 1A4
- **Intersection:** Queen Street West & Elizabeth Street South
- **Email:** [Brampton@royalyorkpm.com](mailto:Brampton@royalyorkpm.com)
- **Phone:** 1 (289) 748-2998
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

### Burlington

- **Address:** 1100 Burloak Drive, Suite 300, Burlington, Ontario L7L 6B2
- **Intersection:** Burloak Drive & North Service Road
- **Email:** [Burlington@royalyorkpm.com](mailto:Burlington@royalyorkpm.com)
- **Phone:** 1 (289) 266-1609
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

### Etobicoke

- **Address:** 1460 The Queensway, Etobicoke, Ontario M8Z 1S4
- **Intersection:** The Queensway & The West Mall
- **Email:** [Etobicoke@royalyorkpm.com](mailto:Etobicoke@royalyorkpm.com)
- **Phone:** 1 (647) 254-2126
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

### Hamilton

- **Address:** 1 Hunter Street East, Ground Floor, Hamilton, Ontario L8N 3W1
- **Intersection:** Hunter Street East & James Street South
- **Email:** [Hamilton@royalyorkpm.com](mailto:Hamilton@royalyorkpm.com)
- **Phone:** 1 (289) 678-1743

- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## Kingston

- **Address:** 221 Queen Street, Kingston, Ontario K7K 1N8
- **Intersection:** Queen Street & Clergy Street East
- **Email:** [Kingston@royalyorkpm.com](mailto:Kingston@royalyorkpm.com)
- **Phone:** 1 (613) 767-7941
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## Kitchener

- **Address:** 290 King Street East, Kitchener, Ontario N2H 2V5
- **Intersection:** King Street East & Eby Street
- **Email:** [Kitchener@royalyorkpm.com](mailto:Kitchener@royalyorkpm.com)
- **Phone:** 1 (226) 499-5629
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## London

- **Address:** 151B York Street, London, Ontario N6A 1A8
- **Intersection:** York Street & Dundas Street
- **Email:** [London@royalyorkpm.com](mailto:London@royalyorkpm.com)
- **Phone:** 1 (226) 777-6095
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## Markham

- **Address:** 3601 Highway 7, Suite 1005, Markham, Ontario L3R 0M3
- **Intersection:** Highway 7 East & Warden Avenue
- **Email:** [Markham@royalyorkpm.com](mailto:Markham@royalyorkpm.com)
- **Phone:** 1 (289) 800-6124
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## Mississauga

- **Address:** 77 City Centre Drive, Suite 501, Mississauga, Ontario L5B 1M5
- **Intersection:** Hurontario Street (Highway 10) & Burnhamthorpe Road
- **Email:** [Mississauga@royalyorkpm.com](mailto:Mississauga@royalyorkpm.com)
- **Phone:** 1 (289) 246-1266
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## Niagara Falls

- **Address:** 4551 Zimmerman Avenue, Niagara Falls, Ontario L2E 3M5
- **Intersection:** Zimmerman Avenue & Queen Street
- **Email:** [Niagara@royalyorkpm.com](mailto:Niagara@royalyorkpm.com)
- **Phone:** 1 (226) 368-1308

- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## **North York - North American HQ**

- **Address:** 789 Don Mills Road, Suite 801, North York, Ontario M3C 1T5
- **Intersection:** Don Mills Road & Eglinton Avenue East
- **Email:** [Northyork@royalyorkpm.com](mailto:Northyork@royalyorkpm.com)
- **Phone:** 1 (833) 666-3306
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## **Oakville**

- **Address:** 700 Third Line, Oakville, Ontario L6L 4B1
- **Intersection:** Third Line & Wyecroft Road
- **Email:** [Oakville@royalyorkpm.com](mailto:Oakville@royalyorkpm.com)
- **Phone:** 1 (289) 835-7515
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## **Ottawa**

- **Address:** 38 Auriga Drive, Suite 200, Ottawa, Ontario K2E 8A5
- **Intersection:** Hunt Club Road & Prince of Wales Drive
- **Email:** [Ottawa@royalyorkpm.com](mailto:Ottawa@royalyorkpm.com)
- **Phone:** 1 (613) 690-8374
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## **Richmond Hill**

- **Address:** 95 Mural Street, 6th Floor, Richmond Hill, Ontario L4B 3G2
- **Intersection:** Leslie Street & 16th Avenue
- **Email:** [Richmondhill@royalyorkpm.com](mailto:Richmondhill@royalyorkpm.com)
- **Phone:** 1 (289) 269-2314
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## **Vaughan**

- **Address:** 400 Applewood Crescent, Suite 100, Concord, Ontario L4K 0C3
- **Intersection:** Highway 7 & Applewood Crescent
- **Email:** [Vaughan@royalyorkpm.com](mailto:Vaughan@royalyorkpm.com)
- **Phone:** 1 (905) 677-7517
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## **Waterloo**

- **Address:** 22 King Street South, Suite 300, Waterloo, Ontario N2J 1N8
- **Intersection:** King Street South & Erb Street
- **Email:** [Waterloo@royalyorkpm.com](mailto:Waterloo@royalyorkpm.com)
- **Phone:** 1 (226) 499-7484

- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## **Whitby**

- **Address:** 105 Consumers Drive, Suite 2, Whitby, Ontario L1N 1C4
- **Intersection:** Consumers Drive & Brock Street South
- **Email:** [Whitby\\_oshawa@royalyorkpm.com](mailto:Whitby_oshawa@royalyorkpm.com)
- **Phone:** 1 (905) 674-8128
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)

## **Windsor**

- **Address:** 3270 Electricity Drive, Suite 200, Windsor, Ontario N8W 5J1
- **Intersection:** Electricity Drive & North Service Road East
- **Email:** [Windsor@royalyorkpm.com](mailto:Windsor@royalyorkpm.com)
- **Phone:** 1 (226) 828-0601
- **Hours of Operations:** 9:00 AM - 5:00 PM (By Appointment Only)