



TSCC 2026

Date _____ **Suite** _____

Address _____

Re: Information Regarding Sale or Lease of Suite

Please be advised that the above noted suite has been listed for sale/lease from

_____ 20__ to _____ 20__ with:

Real Estate Firm: _____

Agent's Full Name: _____

Office # _____ Cell # _____

Email _____

The agent has **not** been given a key to the common areas and has been advised that access to the building is controlled by the resident and/or the concierge.

The agent has been given a copy of this notice and has reviewed the corporation's security procedures on the following pages.

Owner's Signature

Date

The undersigned representative of the real estate brokerage firm of _____ hereby acknowledges having received and reviewed the corporation's security procedures as set out on the following pages of this notice. I hereby accept responsibility for ensuring that the aforementioned procedures are followed by me and all other agents inspecting suite # _____ during the term of my agency.

Owner as witness

Agent's Signature

Date

Date



SECURITY PROCEDURES

FOR LEASING OR SELLING A UNIT/SUITE

1. Property Management must be informed immediately by the owner when an “Agreement” has been signed with a Realty firm to list the unit for sale or lease. **The owner will provide** the following information to Property Management by using the prepared letter.
 - **Name of Real-Estate firm – Office and Phone Number**
 - **Name of Listing Agent**
 - **Details of Listing Agreement – type (30 days exclusive, multiple listing etc.)**
2. The owner will be provided a copy of all relevant documents: It is the owner’s responsibility to review all procedures with the listing agent to ensure compliance at all times.
3. Open House showings are permitted. However, the access of all “guests” must be controlled. **No signs are allowed to be put up in the hallways, on the windows, at the enter-phone or outside the building.** The owner and only the owner may grant access to agents or clients through the enter-phone. As it is with all guests, the **owner is responsible** for ensuring that all guests abide by the rules.
4. Only showings by appointment will be authorized. The listing agent must provide a letter of authorization to other agents if they wish to show a suite. They must bring this letter to the concierge. The owner will not at any time supply, loan, or leave for pick up “a key” that provides entry to this building or any of its common elements.
5. The owner, if he/she has been called on his enter-phone, must direct the listing agent, other agents, or any prospective clients to proceed to the concierge. This will ensure that the security sign-in procedures will be followed as covered in the instructions for real estate showings.
6. **Please allow 10 days for a Status Certificate.** Please go to harmonymgmt.ca to order online.



REAL-ESTATE SHOWINGS

Information for Realtors

1. Open House showings are permitted. However, the **access of all “guests” must be controlled**. Only the owner may grant access to agents or clients through the enter-phone. As with all other guests, the owner is responsible for ensuring that they abide by the rules.
2. Open Houses without the owner present must be controlled by an agent waiting at the front door of the building. Once the guest has entered he/she must be escorted to and from the unit by the agent.
3. The owner or his/her real estate agent may take the guest to view the parking stall(s) and the storage locker area, **but will not be allowed access** to the locker itself.
4. The owner or his/her real estate agent may take the guest to the amenities areas, but will **not go into** them. To ensure the privacy of the residents, no person may enter a change room.
5. No business shall be conducted in the lobby or other common elements of the corporation.
6. Smoking is not permitted within the building or underground parking area.
7. The concierge shall not accept any instructions from any owner or real estate agent altering any of the procedures covered in this policy.
8. All agents and guests must sign in and out at the concierge desk. The concierge desk must have a copy of the log sheet approving the listing prior to realtors being granted access.
9. Lock boxes are not permitted to be attached to any surface and be shall be removed without notice.
10. No signs are allowed to be put up in the hallways, on the windows, at the enter-phone, and /or outside the building on the common areas.
11. Each condominium dwelling unit shall be used for private residential use only and for no other purpose.
12. If you have pets or intend to get pets please ask for the pet policy.



BEFORE THE NEW OWNERS MOVE IN Rules & Guidelines

Please advise your clients that they must:

1. **Register** and complete the **Owner's Information Form and Special Assistance Form** as new Unit Owners and residents. Forms may be picked up at the property management Office, concierge desk or emailed on request **prior to moving into the suite.**

If suite is to be leased to tenants, the owner **must** also **register** the tenants and **provide** them with the **Corporation declaration, bylaws, and rules.** Complete a Form 5 – Summary of Lease Form or copy of the lease agreement and submit it to Property Management.

2. **Booking the move-ins and deliveries:** The condominium corporation's Rules require all residents to book moving reservations **through the concierge (416-926-3999).**

Moving hours are: Monday to Sunday – 9:00 am – 9:00 pm ONLY. Please check for specific move in times.

(No moving permitted on statutory holidays. There are NO exceptions).

(Note some additional charges may apply – e.g. if staff stays overtime to put elevators on/off service,

for any damage to common elements, and for any garbage left behind.)

A damage deposit of \$500.00 payable to TSCC 2026 is required payable by **cheque or money order** at the time of booking. An elevator and moving report form must also be completed **prior to obtaining access to the move-in elevators.** **You will be required to have the elevator inspected before and after** use by the concierge and/or cleaner, and you will be responsible for all damages caused as a result of the owners/tenants use.

3. You should advise your client to read the documents in their **Status Certificate.** These include **The Condominium Corporation's Declaration, By-Laws and Rules, financial status, and Welcome Package.** **They must complete all of the forms provided prior to moving into the building.** This will familiarize them with their new home and also explain the rules that must be followed if the owner is considering renting out his/her suite.

Owners are not permitted to make modifications or renovations to their unit, or the common areas (such as balcony or terrace), without obtaining permission from the Board of Directors in advance.

Please advise new Owners that they should receive the following items on closing:

2 suite keys (minimum)

2 security access fobs (additional fobs may be purchased for \$75.00 each)

2 common element keys (additional keys may be purchased for \$100.00 each)

2 locker room keys per locker unit (if applicable)

2 mailbox keys

1 garage remote (1 per parking stall purchased)

1 brass, plumbing shut-off key (\$10.00 each)

1 security intrusion alarm panel pamphlet AND the programming code

Appliance Warranty Manuals (previous owner may have left behind in the unit)