



REPAIRS & RENOVATION AGREEMENT

Owner's Name	Unit No.	Telephone
Agent's Name (if applicable)	Telephone	

Owners wishing to conduct any type of repairs, renovation, or alterations to their unit must abide by the following provision as stated in the Declaration and Disclosure Statement:

All work must be done in accordance with the Building Code of the province of Ontario and the Municipality of Metropolitan Toronto.

Owners Responsibilities

Owners are responsible for the following:

1. Acquiring permission from the Board of Directors conduct the repairs or renovations.
2. Any action by the contractor: hired either directly by the unit owner, his agent or any representative working on his behalf.
3. Making sure that the work is done by a licensed contractor.
4. Making sure that the contractor provides the management office a copy of their insurance certificate.
5. All costs for damages to the common elements or any other residential unit not covered by the contractor's insurance or the building insurance. In case of the damages, the Corporation holds the right to hire any contractor to make the repairs of the damages caused directly or indirectly by the contractor.
6. Making sure that the contractor knows that he or she is considered to be a guest and therefore must abide by all the rules and regulations as set by the Declaration, The Board of Directors, and Management. As guests, they are not allowed to have access cards
7. Booking the elevator at least five working days prior to the commencement of the work, to transport materials to and from the unit. A **\$300.00 deposit** applies. All deliveries of material or appliances must be done through the moving area. Deposit cheque made payable to "T.S.C.C. 1431".
8. Making sure that all debris and garbage material are disposed of by the contractor in the proper manner to a city dump site. At no time is it allowed the use of the building's garbage system including and not limited to the garbage bins and garbage chute, as it is illegal to dump construction materials into a domestic garbage system/facility.



Work Hours

All work must be performed during the times:

Monday to Friday: 9:00 AM to 6:30 PM

Saturday: 10:00 AM to 3:00 PM

Sunday: NO WORK ALLOWED

Noise Levels

At no time excessive noise will be permitted whereby the noise is above the level allowed by law or is disrupting the quiet enjoyment of any other resident as set out by the regulations of the building.

Owner must understand that the provision mentioned above are written in good faith and that their sole purpose is to protect the assets of the corporation as well as the rights of other residents.

By signing below the owner acknowledges the full understanding of the provisions stated above.

Owner's signature
Or Agent on behalf of the owner

Date



Dear Residents,

As owners engage in the renovation of their suite floor from carpet to laminate floors or hardwood floors, management would like to make you aware of the responsibilities and process that must be followed by all owners wishing to perform the aforementioned in their suites.

Please note that the following process is part of the Corporation's Declaration and Rules and Regulations, and they are intended to provide a higher standard of care of the assets of the Corporation.

In-suite renovation process:

1. **Written consent from the Board is necessary.**

There is a form available in the management office that must be filled out and signed at least two weeks prior starting any jobs in the building.

2. **Garbage rules.**

Neither residents nor contractors are allowed to dump construction garbage in the garbage chute or garbage bins located outside the building.

3. **Booking the elevator.**

The elevator must be booked to transport materials up to the suite and to bring garbage down. This helps in minimizing the damage to the elevators. The service elevator is equipped with protective pads.

4. **Floor changes.**

The corporation's concern with floor renovations from carpet to laminate or hardwood floors is the noise transmission during installation and more important, after installation. It is important to use adequate under padding to eliminate any source or type of noise emanated from your unit. Although the management office may provide you with samples that other owners have used in the past: you should be aware that you, as an owner, are still responsible for any noise emanated from your unit thereafter.

Please provide a small sample (5"x5") of the under padding to be used with the installation with the form mentioned above. Please note that if the sample you provide is one that has given problems before you will be informed and asked to get a different kind of under padding. This helps protect you and to help guide you in getting an adequate material. However, once again we like to point out that you, as an owner, are still responsible for any noise thereafter. Please read the Condominium Declaration and By-laws to be better informed.

Thank you.