



MERCEDES HOMES INC.

920 Yonge Street # 610 • Toronto, ON • M4W 2J2
Ph. 416-923-6230 • Fax 416-923-6398
www.mercedeshomes.ca

Dear Tenant(s):

Re: Moving into 88 Wellesley Street East

Welcome to your new home! Here is some important information:

1. Contact Info: Your superintendent's name is Oleg (Alex). His phone number is 647-989-3146 and office hours are 9am to 5pm. For emergencies such as a flood, call the pager at 416-582-1043 and leave a message or enter your phone number and then press #. Contact information is always available on our website www.mercedeshomes.ca and posted on the office door in your building.
2. Keys: Please contact your superintendent a week before move-in to arrange date of pick-up.
3. Move-In: Trucks can not go down the garage ramp as it will severely damage the de-icing coils underneath and you will have to pay for the damage. Please contact your superintendent to book the elevator. Bookings are on a first come, first serve basis. **Do NOT overload the elevator, otherwise you will get stuck.**
4. Move-In Boxes: must be flattened and tied and put in the recycle area.
5. Recycling: **is very important** because the City of Toronto wants to redirect virtually all garbage towards recycling by 2012. Recycle bins are located along the garage ramp. Plastic & paper can be placed in the same bins. See enclosed Toronto Recycles info sheet.
6. Garbage: Kitchen garbage must be double-bagged otherwise it breaks and causes smell and pests. Do not include glass as it will cut the superintendent's hands. The City now charges for garbage on a per bag basis, so please recycle as much as possible. For kitty litter, tenants must bag this separately and pay for City Tags \$3.10/ bag available at Home Hardware or your superintendent. Bags can't exceed 20 kg/ 44 lbs.
7. On-Site Office & Mail slot for Repair Forms and rent. It is located on the first floor, in the corridor facing the elevators.
8. Parking: arrange with superintendent. Street parking is available for visitors on Church Street.
9. Repair forms: are available on the office door and on our website.
10. Rent Payment: Cheques must come from tenants. Cash payments require a receipt. Rent is due on the 1st of the month.

PREPARING YOUR APARTMENT

Please note that while it is our aim to clean and repair your apartment before your move-in, we are restricted by the previous residents' move-out and your own move-in date. Cleaning is done as soon as possible and you can fill out the repair form for repairs.

- **Painting**: Mercedes Homes inspects your apartment a couple of weeks prior to your move-in and determines if the apartment needs full repainting or just touch-ups. If we can not paint prior to your move-in, we will give you a 24 hour Right of Entry notice. Simply move your furniture several feet from the walls towards the centre of the room. We aim to repaint most apartments in the first week of move-in. However, in the busier months (usually summer) it may be done in the second week.
- **Floors**: If your floor has significant damage, we will contact you about the possibility of refinishing them. Unlike painting, tenants cannot move in prior to refinishing the floor.

Be assured that it is our goal to make you comfortable in your new home as soon as possible.

Please ensure that all Occupants read in full the Tenancy Agreement including the Schedule 'A' in order to know their responsibilities.

If you have any questions, do not hesitate to call the Head Office at 416-923-6230. Please leave your building address, apartment number and telephone number, and we will return your call as soon as possible.

Best Regards,

Mercedes Homes Management