

## Renovation Information Sheet

The M.T.C.C. No. 607 Declaration, Part 5, Sec. 15(d) states:

“No owner shall make any structural change or alteration in or to his dwelling apartment unit, without the consent of the board, nor shall make any change or alteration in or to his dwelling apartment unit which would lead to a breach of the service agreement.”

We have assembled this information sheet to help you with the proposed renovation. The following conditions will form part of your application:

1. The accompanying Renovation Application must be completed and submitted to the Management Office if you intent to do any work within your unit beyond painting or wallpapering.
2. Detailed written information about the nature of the proposed changes, including types of material to be used, should be specified.
3. Where the proposed changes include removing or relocating non-load bearing walls, or installing floor coverings other than carpet (e.g. tile, marble, hardwood, laminate, etc.), scaled sketches should be provided. **The unit owner agrees to any additional cost if an Engineering report is required. No load bearing walls may be moved or altered.**
4. Where flooring changes are made, sound attenuation materials must be installed. **The sound attenuation material must be at a minimum with FIRC rating of 62 or higher, provided that this rating is obtained during the test performed over the 6"-8" concrete floor slab without suspended ceiling assembly. Proof of the tests conditions may be required (e.g. acoustical engineer's report).**
5. In cases where any plumbing or electrical work is to be performed, a qualified, licensed and insured tradesperson must be employed. Proof of qualification, applicable licenses and insurance coverage shall be made available to Management upon request.
6. If materials must be moved in by elevator, an elevator reservation must be made. In such cases, the same conditions and rules that govern the usage of the elevator for moving will apply.
7. Adequate provision (e.g. the use of drop sheets and floor mats) must be made to safeguard the façade of the building's common elements (e.g. elevators, hallways, loading areas) when moving materials through these areas. In the event of any damage as a result of such movement of materials, the cost of repairs will become your responsibility.
8. Provision must be made to remove any of your renovation/construction debris from the building and disposed of off-site. It is the owner's responsibility to pay the costs of such disposal. Under no circumstances may your renovation/construction debris be disposed of utilizing facilities of M.T.C.C. No. 607 (e.g. the building garbage chutes or Corporation bins).
9. All renovation work is to be restricted to **Mondays to Friday, from 8:00 a.m. to 5:00 p.m.**, Statutory Holidays excepted.
10. No work may proceed before receiving written approval of your application.
11. The unit owner agrees to pay for any legal costs that are applicable, should it be necessary for the Alteration Agreement to be filed at the Land Title's Office, by the Corporation solicitor.
12. Please be advised that the drywall compound, ceiling stucco and original vinyl tiles may contain **asbestos**, as the building was constructed in the 1970<sup>th</sup>.

You completed application may be submitted to the Management Office and may be presented to the Board of Directors. Please allow time for your application to be processed. If you have any further questions or concerns, please direct them to the Management Office at 416-598-1515 or [VillageByTheGrangeM@DelCondo.com](mailto:VillageByTheGrangeM@DelCondo.com).

DEL Property Management Inc.

Agent for and on behalf of MTCC No. 607

### Renovation Application

I/we, the undersigned owner(s) of (Unit No.) ..... (MTCC 607 Street Address) ..... hereby apply to the Board of Directors of M.T.C.C. No. 607 for permission to perform the following renovation work in my/our unit:

**Please Complete All Sections**

1) Description of Work (If more space is required, please attach additional completed sheets to this form):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Will any non-load bearing wall(s) be removed or relocated? Yes  No  (check applicable)  
If "Yes", please explain and attach separate detailed sketch(es) to this form:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Please note that NO LOAD BEARING WALLS MAY BE REMOVED OR ALTERED\*\***

3) The work is to be done by: Self  Licensed Contractor

If "Licensed Contractor": Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_

4) The work will involve:

Plumbing Yes  No  (check applicable)  
Electrical Yes  No  (check applicable)

If "Yes" to either of the above, a qualified, licensed and insured contractor/tradesperson must be employed.

5) I/we would like the work to commence on (Date) ..... and anticipate completion on or about (Date) ..... (If completion date is extended, please notify management).

I/we have read and understand the conditions as outlined in the accompanying "Renovation Information Sheet". I/we understand that the proposed renovation(s) may not commence without prior written authorization from the Board.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Corporation/Management Signature

\_\_\_\_\_  
Owner Name (please print)

\_\_\_\_\_  
Corporation/Management Name (please print)

\_\_\_\_\_  
Date Telephone

\_\_\_\_\_  
Date Telephone

<b>For Office Use</b> Owner Copy    (circle if appropriate)		
Date Received: _____	Date Submitted for Board Review: _____	
Approved by Board: _____	Management Signature: _____	Date: _____