

650 PARLIAMENT ST: NOTICE OF RELOCATION OF UNIT CONTENTS

As you may know, over the coming months, Access Restoration Services (ARS) will be relocating the contents of units at 650 Parliament to a secure location in the storage area of the basement garage for their owners to inspect and/or remove.

At present, **ARS intends to move the contents of Floors 19 to 23 (penthouse)** to the storage area beginning on the evening of **Saturday, July 27**.

Through the 650 Parliament Response Office (the "**Response Office**"), ARS will advise every individual on a lease at 650 Parliament ("**Leaseholders**") of the relocation of their unit's contents within two (2) business days. **Please do not contact the Response Office to arrange access until you have been advised that your contents have been moved.**

The Response Office will need to confirm email or voice mail appointment requests via phone call or in-person visits. Once confirmed, our office will provide you with a confirmation number.

Appointments may be scheduled any day of the week, and will be scheduled in priority of call order. The time windows for scheduling appointments are:

- i. 8:00 AM to 11:30 AM
- ii. 11:30 AM to 3:00 PM
- iii. 3:00 PM to 6:30 PM
- iv. 6:30 PM to 10:00 PM

Appointment details are as follows:

- **At this stage, only Leaseholders can schedule an appointment. Appointments may be scheduled by contacting the Response Office (416) 929-3532 ext. 9 during business hours.** You can leave a voice mail message any time and we will return your call within 24 hours. Upon confirmation of an appointment time, you will receive a confirmation number from our Response Office. Only those with a confirmation number will be allowed to enter the Storage facility.
- Only one appointment may be booked per visiting day, but there is no limit on the total number of appointments that can be booked.

- **On the date of the appointment, Leaseholders are to report to the Site Trailer, located at the top of the access ramp behind 650 Parliament, to sign in for their appointment. LEASEHOLDER(S) MUST BRING GOVERNMENT-ISSUED PHOTO IDENTIFICATION TO THEIR APPOINTMENT.**
- The maximum number of people permitted to attend each appointment is five (5) per unit, including the Leaseholder(s) and their insurers (if applicable).
- Once Leaseholders have produced valid identification and have signed in, they and anyone accompanying them will be escorted down to the storage area by a member of ARS staff, in an ARS shuttle vehicle.
- Leaseholders will be given access to their storage locker, with access to a staging area to lay out their belongings, along with the assistance of ARS staff members.
- Any contents that Leaseholders wish to take with them at the time of the appointment must be separated from the rest of the contents. At the end of their appointment, the contents the Leaseholder(s) wish to take with them will be transferred to ground level by ARS, where the Leaseholder(s) will be provided with assistance to load those contents into their vehicles.
- Any contents that Leaseholders do not wish to take with them will be placed back into the storage locker, with assistance from ARS Staff Members.
- All Leaseholders must adhere to the scheduled appointment times. No special exceptions will be honoured. Any requirement for additional time will require a separate appointment.
- Leaseholders arriving outside of the scheduled date and time for the appointment will not be granted access to the storage facility, without exceptions.
- All Leaseholders accessing their contents must vacate the storage area and sign out at the end of their allotted time.
- Any children brought into the storage facility will not be permitted to roam freely within the storage area. All children must be strictly supervised by parents or guardians.

- Because parking is not available at 650 Parliament, Leaseholders must find parking elsewhere. The vehicle being used to load any contents that they wish to take with them may be brought to the designated area only **at the time of loading**.
- Leaseholders must wear fully covered footwear (no open-toed shoes, high-heels, Crocs, or sandals).
- There will be washroom facilities located next to the Site Trailer.
- On-site staff and security **will not** be answering any questions about the state of the building, specific units, or schedule for completion of construction. They will not be authorized to make such representations on behalf of the Landlord.
- ARS will oversee and manage the appointment process from 8:00 AM to 10:00 PM daily, including security. The Site Trailer will also provide Leaseholders with complementary coffee, tea, soft drinks, juice, and water, and snacks.
- The above process will continue until **SUNDAY, OCTOBER 20, 2019. That date is the CUT OFF DATE for access appointments** to the storage area. After October 20, 2019, ALL contents remaining will remain in the storage facility unless the Leaseholder provides ARS with a specific address to ship all remaining contents.