

BALCONY – TERRACE
ADDITIONS, ALTERATIONS OR IMPROVEMENT BY OWNER(S)

Building Name:					
Condominium Corporation No.					
Name of all Registered Owner(s):					
Suite No.		Unit No.		Level No.	

CHECKLIST

(All references herein unless otherwise noted are to the AAI Agreement)

Step	Description of Activity	Responsible Party		
		Owner	Contractor	Board
Stage 1: Application to Condominium Board				
1.	Owner to submit the Plans of the Proposed Alteration and the AAI Agreement to the Board for approval [pursuant to subpara. 2(a) of the AAI.]	✓		
2.	Owner to provide the Board with Approved Engineer’s opinion letter [pursuant to subpara. 2(b) of the AAI.]		✓	
3.	Contractor to sign and return the Indemnity Agreement.		✓	
4.	Contractor to provide Certificate of Insurance [pursuant to para. 3 of the Contractor’s Indemnity Agreement with TSCC ()]		✓	
Stage 2 Condominium Board Approval				
5.	Board Approval of Engineering Firm and of the Contractor (Garden Connections Inc.)			✓
6.	Board Approval of Application subject to the Owner’s fulfillment of certain requirements [i.e., 7, 8 and 9 below]			✓
Stage 3: Fulfillment of Owner Obligations Prior to Commencement of Works				
7.	All registered Owners of the unit to sign and return the AAI Agreement .	✓		
8.	The Owner to provide the Board with Certificate of Insurance [pursuant to subpara. 2(f)]	✓		
9.	The Owner to make payment of processing fees in the sum of \$()total payable to the Conminium Corporation lawyer to cover the administrative and legal costs of registering the AAI to Title.	✓		
Please Note: Prior To Commencement Of The Proposed Work identified in the AAI, All Documents Listed Above Must Be Provided To The Condominium Board And Must Be Confirmed As Adequate.				
Stage 4: Completion of Work				
10.	Immediately following completion of the Proposed Alteration, the Engineer or the Approved Contractor shall provide a letter to the Unit Owner and TSCC () certifying that the installation of the Proposed Alteration was completed in accordance with the Approved Plans and shall provide photographs of the completed installation [all pursuant to subpara. 2(c)]		✓	
11.	Board provides Acknowledgement of Receipt of Final Documentation			✓