

## AUTHORIZATION TO ALLOW REAL ESTATE AGENTS TO ENTER PROPERTY

I, \_\_\_\_\_ being the owner of Suite Number \_\_\_\_\_ located at 8 Park Road, Toronto, Ontario, hereby designate the following Real Estate agent to enter the above noted suite listed for  sale  lease  rent

from \_\_\_\_\_ to \_\_\_\_\_  
Designate first day of showing Designate last day of showing

\_\_\_\_\_  
Name of Real Estate Agent and/or Agency

I understand any tenant occupying my suite must also grant authorization to enter.

The designated Real Estate agent must book all showing appointments with the Concierge. The Concierge can be reached at **416-944-9560** Please fax signed form to **416-944-9435**

\_\_\_\_\_  
(signature of owner)

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### Rules Regarding Showing Suites for Sale or Rent

1. All Real Estate agents are required to check in with the Concierge before entering the building for real estate purposes and are to leave their business card with the Concierge. If the agent is a resident of 8 Park Road, they are still required to notify the Concierge and leave a card before showing any suites.
2. Agents and owners must register any "agent open houses" at the Concierge, providing suite number as well as date and time of the open house.
3. **All agents are required to fax the Management Office with all showing appointments prior to appointment. The fax number is 416-944-9435.** If the Concierge has not been notified, the client will be denied access. The Concierge can be reached by telephone at **416-944-9560**.
4. Agents/owners must meet their clients in the front lobby and escort them to the suite and facilities. Agents/owners must also escort their clients back to the lobby exit after viewing the suite.
5. There must be **two agents** or an agent/owner present at all "agent open houses" which take place in the building in order to facilitate paragraph number 5 above.
6. Public open house" or similar viewing is strictly forbidden.
7. Clients are not permitted to tour the building unaccompanied.
8. No notice of open house or rental information can be posted on any common or exclusive use area of the Corporation.
9. The Concierge is **not** permitted to accept or pass out suite keys to agents.
10. The Concierge will be happy to help answer any questions about the building and its facilities. They are not, however, expected to give tours of the facilities to Real Estate agents and their clients.