



AUTHORIZATION TO RECEIVE PARCELS AND COURIER MAIL

The following waiver **MUST** be signed by **ALL** individual occupant(s) residing in the unit.

As a service to residents of Quartz, the Concierge Desk will accept delivery of small parcels, registered mail, and courier mail. You will appreciate that this is a service only and while all efforts will be made to hold such items in safekeeping, we cannot be held responsible for them.

Unfortunately, Concierge staff cannot accept cash under any circumstances, either for service or as incoming/outgoing mail. Perishable goods such as, but not limited to, fruit and food stuffs **WILL NOT BE ACCEPTED**; flowers and balloon bouquets will be accepted however neither Concierge staff, Management or the Corporation bear any responsibility for the timely delivery of same. Due to its limited storage area, the Corporation reserves the right to refuse to accept deliveries.

Parcels/envelopes weighing more than 20 lbs or larger than 15" x 20" x 25" will not be accepted.
(approximately the size and weight of a box of copy paper)

I/we, occupants of Suite _____, Quartz hereby indemnify and save harmless Concord Adex Properties Ltd., Brookfield Condominium Services Ltd., Paragon Security, its staff, employees, directors, management, agents and the security contractor, from any loss, costs, damage, injury or liability which I/we may suffer by reason of the signing for and/or accepting of incoming and outgoing deliveries such as, but not limited to, registered mail, non-registered mail, couriers, and parcels regardless of contents but especially those containing keys or valuable items on behalf of the residents of the above noted suite/townhouse at Quartz Concierge Desk.

Accepted mail / parcels will only be held for a period of ten (10) days from the date of receipt, after which the mail/parcel will then be returned to sender via the means of delivery and any costs for such return charged to the unit owner.

*Please remember to notify the Concierge Desk via an **ABSENCE/VACATION NOTIFICATION FORM** if you are away from the building for an extended period of time so that these items will not be accepted on your behalf.*

ALL OCCUPANTS OF THE SUITE MUST SIGN THIS WAIVER TO UTILIZE THIS SERVICE.

I/We the undersigned acknowledge that I have read, understood, and agree to the above stated waiver.

SUITE/TOWNHOUSE #: _____ ☐ **OWNER(S)** ☐ **TENANT(S)**

Please print name clearly

Signature

Please print name clearly

Signature

Please print name clearly

Signature

DATED at Toronto, Ontario this _____ day of _____, 20_____.