



AT TIP TOP  
TORONTO STANDARD CONDOMINIUM CORPORATION NO. 2138

# AUTHORIZATION WAIVER TO RECEIVE PARCELS, REGISTERED MAIL, COURIER MAIL

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

As a service to residents of Quay West at Tip Top - TSCC #2138, 90 Stadium Road 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, flowers, food stuffs and balloons will be accepted however neither Concierge staff, Management or the Corporation bear any responsibility for the timely receipt of same. Due to its limited secured storage area the Corporation reserves the right to refuse to accept mail.

**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 \_\_\_\_\_, 90 Stadium Road, Toronto, ON MM5V 3W5 hereby indemnify and save harmless Toronto Standard Condominium Corporation #2138, 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 cash, keys or valuable items on behalf of the residents of the above noted suite at the Quay West Concierge Desk.

**Accepted mail / parcels will only be held for a period of seven (7) days from the date of receipt,  
which will then be returned to sender via the means of delivery.**

*Please remember to notify the Concierge Desk via a VACATION INFORMATION 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.**

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

**SUITE:** \_\_\_\_\_

☐ **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\_\_\_\_.

Updated: **April 6, 2011**