MIDDLESEX STANDARD CONDOMINIUM CORPORATION No. #608
250 Pall Mall Street London ON N6A 6K3

NEW INSTRUCTIONS FOR OWNERS THAT WANT TO SELL/RENT UNITS AND REALTORS

1. **IF YOU WANT TO SELL/RENT YOUR UNIT USING A REALTOR, BEFORE ALLOWING A REALTOR TO PUT A SUPRA BOX IN THE ASSIGNED AREA – YOU MUST SPEAK WITH THE SUPERINTENDENT AT THE OFFICE.**
2. **OWNERS/LANDLORDS WILL BE RESPONSIBLE FOR PROVIDING THEIR AGENT WITH ONE OF THEIR OWN FOBS. THE FOB THAT IS GIVEN TO THE REALTOR MUST BE SWIPED BY THE SUPERINTENDENT BEFORE PLACING THE LOCKBOX IN THE ASSIGNED BOX.**
3. **ONCE THE SUPERINTENDENT HAS NOTED YOUR REALTOR'S NAME, PHONE NUMBER, FOB NUMBER AND PROPER LOCKBOX, THE REALTOR WILL BE SHOWN WHERE THEY CAN PLACE THEIR SUPRA LOCKBOX.**
4. **IF AN OWNER HAS A BUZZ CODE, THE OWNER WILL BE RESPONSIBLE TO ALLOW ENTRY TO THE BUILDING FOR ALL POTENTIAL VIEWINGS.**
5. **IF AN OWNER DOES NOT HAVE A BUZZ CODE, A CODE WILL BE PROVIDED BY THE SUPERINTENDENT WITH INSTRUCTIONS.**
6. **ONLY SUPRA BRAND LOCKBOXES WILL BE PERMITTED ON-SITE AND PLACED WITH CONSENT OF THE SUPERINTENDENT IN THE DESIGNATED AREA. ANY OTHER LOCKBOXES WILL BE REMOVED IMMEDIATELY.**
7. **ONCE THE UNIT HAS SOLD/OR RENTED, AND ALL FINAL VIEWINGS ARE COMPLETE, THE LISTING AGENT WILL HAVE 10 DAYS TO REMOVE THEIR BOX FROM THE DESIGNATED AREA OR IT WILL BE REMOVED BY THE SUPERINTENDENTS.**
8. **ANY SUPRA BOX THAT IS PLACED WITHIN THE DESIGNATED AREA WITHOUT APPROVAL, WILL BE AUTOMATICALLY REMOVED.**
9. **ONCE APPROVED, PLEASE CONTACT THE BUILDING TO BOOK THE ELEVATOR**

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Building Superintendents
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HighPoint
PROPERTY MANAGEMENT CORPORATION