



Managing Agent  
Urban Community  
Condo Management  
18-1010 Polytek Street  
Ottawa, Ontario, K1J9J1

Ottawa Carleton Standard Condominium Corporation # 803

# Lock-Box Agreement

**Agreement** to permit the Listing Real Estate Agent (hereafter referred to as “the agent”) to leave a Unit key Lock-Box with security, for the purpose of marketing the Unit through a sales agreement between the owner and the agent. The maximum duration of this agreement is 6 months.

## Section 1 - Unit Identification and Real Estate Listing Overview.

Unit Number: \_\_\_\_\_ Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner’s Email: \_\_\_\_\_ Owner’s Phone: \_\_\_\_\_

Agent’s Email: \_\_\_\_\_ Agent’s Phone: \_\_\_\_\_

Agent’s Company: \_\_\_\_\_ Company Phone: \_\_\_\_\_

Listing Date: \_\_\_\_\_ Listing Expires On: \_\_\_\_\_

Lock-Box Number: \_\_\_\_\_

## Section 2 - Terms and Conditions

**2.1 Lock-Box Access** - O.C.S.C.C. 803 (hereafter referred to as “security” or “the corporation”) agrees to hold the Lock-Box and only release it as follows:

- a) To the **original Listing Real Estate Agent**, the Owner, or to other registered Real Estate Agents upon prior notification to security. Their credentials to be verified by security.
- b) Note that the **Lock-Box will not be released** unless an agent is present.
- c) The Lock-Box access is available from 8 AM to 8 PM daily through security.

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**2.2 Security Deposit** - The owner will be required to leave a **Security Deposit of \$300** to cover any minor **damage to the common areas of the building**, including the use of the elevators to move items related to the marketing of the unit. Any damage exceeding the deposit will terminate the agreement. The deposit may be used to cover any **administration fees** resulting from breaches of condominium policies. The agreement will also be terminated if the deposit is consumed before the end of the Listing Expiry date. The agreement may be renewed if the deposit is replenished at the discretion of the corporation.

**2.3 Reserving the Elevator** - The elevator (Car No.3) can only be reserved by the owner. Agents cannot reserve the elevator on behalf of the owner. The **elevator must be reserved at least 3 days in advance** through the website [200rideau.com](http://200rideau.com) or in person with the Security Supervisor at the Front Desk, Monday to Friday, 8 AM to 3PM. Please review the corporation's [Administration Fee Schedule](#) that may be applicable when reserving and using the elevator.

**2.4 Renovations - A Lock-Box will not be held on site while renovations are in progress.** The owner must file a [Renovation Approval](#) form and follow those instructions. Please visit the corporation's website at [200Rideau.com](http://200Rideau.com) for more information.

**2.5 Staging the Unit** - The owner must make the arrangements to reserve the elevator (**for one hour maximum**) following the directions as outlined in Section 2.3 above, for the Staging Company to bring up furniture for the purpose of staging the unit. The **owner or the agent must be on site** to pick up the key from the Lock-Box and return it after the staging has been completed. The same procedure must be used for removing the staging furniture. **The owner is fully responsible for any damage** resulting from this activity and the **Security Deposit** from Section 2.2 above will be used to compensate the corporation.



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**2.6 Liability** - The owner assumes full liability for any damage or loss of property, inside their unit, or in the common areas of the building, caused by persons entering the Unit using the Lock-Box access. The owner further accepts all responsibility for the conduct of their agent or their associates who may be involved in the marketing of their Unit. The **corporation assumes no liability** or responsibility for the Lock-Box usage.

**2.7 Termination** - This agreement will automatically terminate on the "Listing Expires On:" date indicated in Section 1 above. The agent must pick up the Lock-Box within 30 days or the box may be destroyed. A new agreement will be required by the owner to extend the agreement. This agreement will also terminate if the owner's deposit has been used or has been exceeded as outlined in Section 2.2, or if any of the above **terms and conditions are not met** by the owner, the agent, other agents, or other persons or parties associated with the marketing of this unit. The agent may also terminate the agreement by picking up the Lock-Box. Any remaining balance from the original deposit will be returned to the owner.

**Section 3 - Signatures to the Agreement**

**3.1 The Owner's Declaration**

I / we, as **the registered owner(s) on record of Unit** \_\_\_\_\_ certify that the information provided herein is accurate, complete, and that my / our property has been listed by the **Real Estate Agent** identified in Section 1. I / we agree to the Terms and Conditions of Section 2 and I / we accept full liability for any damage to my / our Unit or loss of property resulting from this marketing activity. I / we agree to follow the rules set out by the corporation. The owner(s) is / are fully responsible for any damage caused by this activity to the common elements of the building.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_



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**3.2 - The Agent's Declaration**

I, as the **Listing Real Estate Agent** for Unit \_\_\_\_\_ certify that the information provided herein is accurate, complete, and that this property has been listed by me, per a signed and executed **Real Estate Sales Agreement naming the owner** as identified in Section 1, and I agree to the Terms and Conditions of Section 2. I am aware of the rules and policies as set out by the corporation (available on the [200Rideau.com](http://200Rideau.com) website) and hereby agree to abide by them.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Registration No:** \_\_\_\_\_

**3.3 - Security Verification**

I have verified the information and credentials provided by the owner and the agent above and have received the agent's Lock-Box in good condition. The Owner has provided the \$300 security deposit. The agreement will be in effect as dated below.

**Deposit Amount (\$300) :** \_\_\_\_\_ **Cheque No:** \_\_\_\_\_

**Interact Confirmation No:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_



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**3.4 - Agreement Termination**

This agreement has been terminated for the following reason:

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The owner(s) will be contacted by management who will determine the portion of the deposit to be returned to the owner.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_