



# New Home Planner

HELPING YOU TO PREPARE FOR PDI, OCCUPANCY & CLOSING

The excitement is building as we get closer to your Pre-delivery Inspection (PDI) and Closing. We understand there is a lot to consider between now and then, so we've created a New Home Planner to help you prepare.

Not every step we've listed will apply to you as it depends on when you purchased your new home and when your occupancy date is, however, we recommend reviewing the entire planner so you get an idea of what you need to do and when.

Your Menkes Customer Care Team is here for you, so if you have questions don't hesitate to contact us at: [customercare@menkes.com](mailto:customercare@menkes.com) or 416.225.7171 or Condo Control by submitting a Service Request.

## INTERIM OCCUPANCY/CLOSING & FINAL CLOSING

**Interim Occupancy Closing:** This is when you can move-in but you don't need to have a mortgage in place yet. You will be required to provide an additional deposit and you have the opportunity to increase your deposit payment. You will also need to provide postdated cheques for your interim occupancy fees.

**Final Closing:** Some homeowners, especially in the later stages of occupancy, will never have an Interim Occupancy Closing. Final Closing Occurs after your community is Registered and becomes a legal corporation. You will need to have your mortgage in place for Final Closing and your lawyer will guide you through the process. We will inform you and your lawyers once we are Registered and provide the dates for when your Final Closing will take place (usually 6-12 months after occupancy).

## Before Moving In

### 2-4 MONTHS BEFORE YOUR OCCUPANCY DATE

- Register for [Condo Control](#). This is your main resource for information on your new home community.
- Hire a lawyer. They will need to know your occupancy date and you will need to provide them copies of your Agreement and any Amendments. Let us know who your lawyer is by emailing the Sales Team.
- If you need to change how you will be taking title to your home or want to increase your deposit, we must coordinate this with both lawyers before your closing documents are prepared. It is a good time to consider these options and provide your lawyer with directions.
- Contact your mortgage lender or financial institution to inform them of your current occupancy date.
- Review our Financing [Your New Home Mortgage Checklist](#) to see what your bank or financial institution may require.
- If listing your current home, connect with your realtor or notify your landlord if you rent.



## 1 MONTH BEFORE YOUR OCCUPANCY DATE

- We will be contacting you between two to four weeks prior to your Occupancy Date to schedule a time for your PDI and Homeowner Orientation. This will be the first time you will see your new home and community.
- Review the [What to Expect at PDI](#) to prepare for your PDI, available on-line at Condo Control in the Library.
- Respond to our e-invitation to book your PDI using the Amenity Booking on Condo Control.
- Complete a Designate of Agent (DOA) form if you may not be available for: PDI, Key-Pick Up or other activities like reporting Warranty Service requests. The DOA form is available on Condo Control in the Library. Email your DOA to [customercare@menkes.com](mailto:customercare@menkes.com).
- Purchase homeowner's insurance coverage for your new home, which your lawyer and/or financial institution may request as part of the closing process. The average recommendation for suites similar to Festival's, require a \$5,000 deductible with a policy that covers \$1.0 to \$2.0 Million.

## 2 WEEKS BEFORE YOUR OCCUPANCY DATE

- Meet with your lawyer and complete all closing documentation.
- Schedule moving arrangements (e.g. hiring a moving company (if required) and book the community moving elevator on Condo Control.
- Purchase homeowner's insurance coverage for your new home, which your lawyer and/or financial institution may request as part of the closing process.
- Update your mailing address and other services (e.g. driver's license, health card). Contact your current utility providers to give notice of cancellation of services.
- Arrange for TV and internet for your new home with the community's telecommunications provider(s) and cancel your current service at your old home by notifying your existing provider.
- Contact our Sales Team to update information relating to your Agreement of Purchase and Sale (e.g. contact information).
- Complete community Registration forms for MenRes Property Management on Condo Control to ensure full access to your community, including booking the moving elevator, access devices.
- We recommend not planning to move-in on your Occupancy Date as your lawyers and ours often do not complete the closing process until late in the day which can make planning unpredictable.
- Watch for updates from your Menkes Customer Care Team and MenRes Property Management via Condo Control as we will be sending you information and updates on your new home community.



## During Occupancy and Move-in

### ON YOUR OCCUPANCY DATE

Pick up your Suite Keys from the Concierge but only after you receive our email confirming the closing has been completed and keys are available.

Visit your suite and complete your 24-hour form. It is important that you review what we've completed from your PDI and report any new issues before you move-in and/or start any work (e.g. built-ins) in your home.

### ON YOUR MOVE-IN DATE

- It's time to move in. Meet your Concierge, who will assist you with the moving elevator.
- Turn ON water supply valves for appliances.
- Break down all cardboard boxes and dispose in the appropriate recycling area.

## Post-Occupancy

### AFTER YOUR OCCUPANCY DATE

- Questions or concerns, submit Service Requests on-line through Condo Control.
- Prepare for Registration and Final Closing by finalizing financial arrangements for your mortgage and contacting our Sales office if there is a change in your information (e.g. how you are taking title).

\*Note, if your occupancy date is after the Registration of your community, you may Final Close on your occupancy date. Confirm with your lawyer what information you need to prepare for Final Closing.