NORTHSIDE
GUELPH

Occupancy Checklist

This checklist outlines the steps you must complete before occupying your home, the steps we recommend completing before occupancy, and the steps you'll need to take after you've moved in.

Prior to Occupancy

Mandatory

- [ ] **Obtain Firm Mortgage Approval Letter**
  Contact your bank, credit union, or mortgage broker a few weeks in advance of your occupancy date to secure a firm mortgage approval letter. This letter must clearly state your name, property address, and approved mortgage amount, and be submitted to your lawyer before your occupancy date. This process can sometimes take several weeks, so we recommend starting at least 2 weeks in advance to help avoid any closing delays.

- [ ] **Sign Occupancy Agreement**
  Contact your lawyer a few weeks in advance of your occupancy date to arrange the signing of the Occupancy Agreement and related documents. Be prepared to provide several post-dated cheques for occupancy fees. These fees include:
  - Property tax
  - Condo fees
  - Interest on the outstanding balance of your purchase price, calculated at a rate prescribed by the Condominium Act

- [ ] **Set Up Hydro & Wastewater - Alectra**
  Call to set up direct payment and obtain your account number.
  alectrautilities.com
  1-833-253-2872

- [ ] **Set Up Water - Clean Cut Energy**
  Call to set up direct payment and obtain your account number.
  cleancutenergy.ca
  519-780-0284 ext.2.

- [ ] **Set Up Water Heater & Softener Rental - Reliance Home Comfort**
  reliancehomecomfort.com
  1-888-837-1451

- [ ] **Set Up Insurance - Choose any provider you prefer**
  **Remember, property insurance is included in the condo fees*

Good to Know

- Northside is an all-electric community; there is no gas utility to set up.
- Utilities should be set up before your occupancy date to avoid any interruption of service.
- Use the firm occupancy date (your move-in date) as the date to transfer utilities to your name when setting up accounts.

GRANITE HOMES

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Recommended

- [ ] **Set Up Internet & Cable**
  Rogers is currently run throughout the site and offers preferred rates, but you can choose any provider you prefer. Please note that if you choose a provider other than Rogers, they will need to complete the installation during regular working hours, as access to the building's electrical room is required.

- [ ] **Change Mailing Address**
  Update your mailing address with Canada Post and other relevant organizations.

- [ ] **Update Necessary IDs**
  Update your health card, driver's license, and any other IDs with your new address.

Good to Know

- Northside is prewired with Cat5 and cable.
- The site is fed with fiber optic, so you may upgrade to this with your provider of choice if you'd like.

After Occupancy

Mandatory

- [ ] **Obtaining Your Mailbox Key**
  Call Canada Post Customer Service at **1-800-267-1177** and provide your address (824 Woolwich Street, Guelph, ON, N1H 0E1) along with your unit number. A representative will assist you in identifying your mailbox number and explain how to obtain your keys. Please note that Canada Post may assign a postal code different from the one listed here or in your Agreement of Purchase and Sale. This is completely normal, and you may use either postal code interchangeably.

- [ ] **Enroll with Tarion**
  Create an account on the Tarion MyHome Portal. Fill in the required details for your new home, upload any necessary documents, and submit your application. Please note that you will find your Tarion Enrollment ID on your Certificate of Completion and Possession given during your PDI.

Good to Know

- The postal code given in the Agreement of Purchase was assigned early in the development, before construction began. As the community is completed, Canada Post may update or reorganize postal codes. This can result in a difference between the postal code on your Agreement and the one currently recognized. It is best to use the Canada Post postal code going forward.

GRANITE HOMES