

# ROSSDALE COURT CONDOS

## ! Welcome to your new Home !

You will find some important building and corporation information and forms in this package as it pertains to your new property. This package simply highlights the basic Bylaws, Rules & Regulations, Policies & Procedures, and most frequently asked questions of the Corporation.

Please ensure that the enclosed forms are submitted to your management contacts (listed below) whenever there is an applicable change or request being made.

Please also ensure you read and understand your Corporation Bylaws, as is your responsibility and in your best interest.

We recommend keeping this package handy, and supplying it to any occupants of your Unit, where applicable.

**AYRE & OXFORD INC.**  
**Property Management Contact Information**  
**#203, 13455 -114 Ave NW Edmonton AB, T5M 2E2**  
**Ph: 780.448.4984 ~ Fax: 780.448-7297**

**Condominium Manager, Associate**  
**Deanna Chacana**  
**E-mail: [deanna@ayreoxford.com](mailto:deanna@ayreoxford.com)**  
**780-448-4984 ext. 305**

**Administrative Assistant**  
**Kelley Fogarty**  
**780-448-4984 Ext. 357**  
**E-mail: [admin2@ayreoxford.com](mailto:admin2@ayreoxford.com)**

**MAINTENANCE STAFF**  
**Rob Grue**  
***Please contact the PM or Admin noted above***

**AFTER HOURS EMERGENCIES**  
**780-499-8424**

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In the event that you have concerns to bring to the attention of the Board of Directors, please write a letter and deposit it into the Board mail box located in the mail room on the parkade level, or submit an email to management who will ensure the Board receives. **Absolutely no cheques or cash in the onsite mail box please.** For urgent matters, please contact Ayre & Oxford Inc. directly.

### ***Move-in /Move- Out Etiquette***

- Book the elevator two weeks in advance by contacting Management.
- Bookings are only between the hours of 9am and 8pm in consideration of other residents.
- A cheque for **\$100** will be required and **refunded upon return of the elevator key.**
- A **separate cheque for \$200** is required to cover any damages during the move and **will be returned upon a clear out-inspection.**
- **No driving on the grass or moving through patios.**
- Any damages incurred will be the responsibility of the unit owner.
- Elevators held open without a key cause major repair issues; therefore, if you are found holding open the door, **you will be charged** for the elevator company inspection and any resulting repairs required. These repairs have been known to be **in excess of \$500.00.**
- Do not leave any doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors and the parkade overhead door.

***Please note\* If our on-call staff is contacted in regards to open/unattended doors, the unit responsible will be charged back for this labour expense at the rate of time and a half for a minimum of 3 hours.***

### ***Additional New Owner Information***

- Intercom programming changes: Provide the enclosed intercom form to Ayre & Oxford Inc.
- Additional remotes and fobs can be purchased from the Ayre & Oxford Inc. Office for a non-refundable fee, which goes to your Corporation to cover costs for the same;
  - Purchase an additional parkade FOB for (\$75) – these also work as a door FOB
  - Purchase an additional Key Fob (\$50)
  - Purchase an additional garbage key (\$15)

### ***Operation of the intercom***

The intercom system provides suite to entrance communication and entry control through your regular telephone service without interference to telephone calls. You can answer the intercom from any telephone in your suite and admit only those persons you know. If you change your phone number, this information needs to be provided to your Management Company in order to complete an update to the system

### ***Telephone not in use***

If you are not using your telephone when a visitor places an enterphone system call to your suite, your telephone will ring with a distinctive sound (two quick rings) so that you can distinguish between an entrance call and an outside call. Just pick up your telephone and talk to the visitor.

- To let the person in dial or press 9 on your phone and then hang up. The entrance door will automatically unlock and your visitor can enter.
- To refuse entry, simply hang up

**Note:** When keying digits 3 or 6 on a pushbutton telephone, keep the digit depressed for approximately 2 seconds. This design feature ensures you will not accidentally unlock the entrance door or unintentionally refuse entry.

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### **Using Building Facilities Safely / Emergency Procedures**

#### **Fire**

The Condominium is constructed of fire-resistant materials. Fire-resistant walls deter the spread of fire from one suite to another. However, no building is 100% fire proof.

The building has a fire alarm system that will alert the whole building when it is activated manually. You must know the location of and how to operate the fire alarm "pull stations".

- The building has two fire-resistant stairways that are marked on all floors by EXIT signs. The stairway doors must be kept closed at all times.
- Each floor has an interior water supply with a hose line as well as fire extinguishers. Inexperienced people should not attempt to use these hoses or fire extinguishers.
- In case of emergency or fire, DO NOT PANIC. Follow all instruction and move at a steady pace. Know what you should do and then do it. Keep calm.
- Once you have left the fire area, do not return.

#### ***Evacuating - No Assistance Required***

If you hear an alarm and are able to evacuate without assistance:

- Stop what you are doing.
- Close all windows and balcony doors.
- Before opening your suite door, lay your hand flat on the surface of the door. If it is cold, feel the door above the handle. If it is also cold, open the door slowly and check the hallway for smoke.
- If you see smoke outside the door, remain in the suite. Close, but do not lock your door. Press wet towels or cloths around the door to seal the cracks.
- Phone 911 and inform the dispatcher of your location and situation. Wait to be rescued in your unit.
- If the exterior hallway is clear of smoke and fire, close your suite door (do not lock it) and proceed to the nearest exit stairway that leads to the main floor lobby. Do not use the elevators - Elevators will not work once the fire alarm is activated.
- Feel the stairway door before you open it. If it is cool and if there is no smoke in the stairway, proceed at a steady, unhurried pace down the stairs.
- If, while descending the stairs, you find you are entering a smoke area, immediately leave the stairway and proceed down an alternate stairway. Remember to check the door for fire first.
- Leave the building. Assemble well away from the building, taking care not to block any of the entrances or impede the work of fire personnel.
- The Fire Captain may give instructions over the communication system during an alarm if further direction is required. Normally, the communication system is not used.

#### ***Evacuating - Assistance Required***

If you hear an alarm and require assistance to evacuate, it is the owners' responsibility to advise the fire department of their location.

- Go to a room with an outside window and a telephone, closing all doors between you and the fire.
- If you have a portable phone, keep it with you. Call the fire department to let them know where you are.
- If there is no fire in your area, close all doors and stay put.
- If there is smoke or fire in your area, go to another room with a window and wait.
- Go to a room with an outside window and a telephone, closing all doors between you and the fire.
- Stuff the cracks around the door and cover vents with a cloth to keep out smoke.
- Call the fire department and tell them exactly where you are.
- Wait at a window and signal for help with a flashlight or light coloured cloth.

Note: Any residents that can exit should exit. It will always be safer to remove someone from a fire scene before it turns into a tragedy than after.

#### ***What to do in case of fire in your suite.***

Alert everyone in the suite.

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- Call 911 and inform the operator of your location and whether you need assistance to evacuate.
- Leave your suite. Close but do not lock the door.
- Sound the fire alarm in the hallway.
- If you are able and do not need assistance, leave your floor via the stairway. Do not use an elevator.
- Walk, do not run, to the main entrance.
- Meet the fire officers at the front door, unlock the front door and inform them of the location of the fire.
- If you need assistance, proceed to and enter the stairway shaft, close the door and wait for a fire officer to come and assist you.

### ***Storage***

- Do not store flammable liquids, propane bottles, magazines or newsprint in your unit, in the parkade or on your balcony.

### ***Laundry and Dishwashing Equipment***

- Do not overload or "set and forget it".
- Check the equipment regularly.
- Keep the lint trap free in your Dryer.
- Turn taps feeding the washer off when not in use. If they are left on, pressure can build up causing your water line to burst.

### ***General Safety Reminders***

- Avoid careless smoking. Observe No Smoking areas. There is no smoking in any of the common areas.
- Replace unsafe electrical appliances, frayed extension cords, octopus plugs, etc.
- Unplug all appliances when you are vacating your suite for a prolonged period.
- Advise Ayre & Oxford of intended lengthy absences.
- Avoid unsafe cooking practices. Be careful when deep-frying or fondue cooking.
- Turn off all water lines if you are vacating your suite for a prolonged period.

### ***Power Emergencies***

Every unit has a power panel located in your suite. This panel has all the normal circuit breakers covering electrical outlet, room lighting and appliances. Under normal conditions a malfunction of an appliance may cause a circuit breaker to trip and shut off the power. If there are any other problems in this area, call your electrician

### ***Insurance***

**It is mandatory that all owners and tenants if renting have proper condo insurance. A copy of the insurance documents must be presented to the management company for their records.**

The Condominium Corporation carries Real Property All Risk Insurance, which provides coverage to the full replacement value of all real property in the condominium complex. This policy does not cover the individual unit owner in two important areas:

- Insurance coverage on your personal belongings and
- Insurance coverage for personal liability
- Insurance on Betterments, or improvements

To protect these important areas, you should purchase a Condominium Unit Owners Policy. There is a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met.

### ***Payment***

Common Expense Levies (condo fees) can be paid via post-dated cheques, Electronic Funds Transfers, or via the Corporation's CondoCafe Payment. For EFT's, only the Common Expense Levy can be set up on this, and no additional charges, such as move fees, fobs/keys, chargebacks, parking, Special Levies, etc. must be paid via cheque or CondoCafe. Cheques can be made payable as follows:

Rossdale Condominiums  
C/O Ayre & Oxford Inc.  
#203, 13455 114 Avenue  
Edmonton Alberta, T5M 2E2

Please note that any payment that is returned is subject to a \$35.00 NSF processing charge, as well as any interest charges as set out in the Corporation Bylaws.



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### ***Utilities***

**As Owners of your unit, you are responsible for the water, sewer, gas, power and garbage removal.** Please contact the respective utility companies in order to make connection arrangements.

### ***Garbage***

We strongly encourage everyone to recycle and please be reminded:

- Please DON'T put your garbage beside the dumpster – it won't get picked up by the garbage folks and ends up being strewn across the property. If we have to hire someone to clean up garbage left outside the bin or in the building that cost gets passed on.
- Plastic milk jugs and other recyclable plastic jugs now carry a refundable deposit. If you are placing milk jugs into the containers, please ensure they are crushed to allow more space.
- Please DON'T put your garbage in the hallway, lobby, mailbox area, garbage or in stairwells.
- Please DON'T put recycling or large items into the dumpster. Take them to the proper Eco Station or recycling depot in the city.

### ***Bulletin Board Etiquette***

The parkade elevator vestibule has a bulletin board for communication to owners and any information posted should be respected. Please refrain from writing comments on existing postings.

### ***Parking***

There are additional parking stalls and storage cages available in the parkade for rent from the Corporation. If you need an additional stall or storage, please contact Ayre & Oxford for more information.

### ***The Neighborhood***

**Security:** Rossdale Court EPS Community Liaison Constable Trisha Nicholson and Constable Junior Hermosura can be reached by phone at 780 421 2603. Community awareness policies are an important part of community safety. Several recent reports of suspicious persons and subsequent EPS response have prevented criminal activity in the Rossdale community. It is important to report break-ins or any other suspicious activity to the EPS as it determines the funding and assignment of officers to our community. The non-emergency phone number is 780 423 4567, and as always for any Emergency, please call 911.

### ***Maintaining Your Home***

Condominium ownership means that you are responsible for the space inside your walls. We all need to keep on top of maintenance and to watch major items like furnaces and hot water heaters.

Neglecting these can have bad long- term consequences that affect all of us. For example, leaking valves on the hot-water tank have led to flooding in the units below. So here are a few things you can do to maintain your unit. Remember that water is the cause of most of the damage to our units, so be especially aware of leaks:

**Furnace:** Your furnace should be inspected once a year. ATCO gas offers no charge "advise and adjust" inspection checks. They will check that your furnace is operating safely and efficiently, is properly vented and has the necessary air requirements. Check [http://www.atcogas.com/Safety/home\\_safety/HomeHeating.asp](http://www.atcogas.com/Safety/home_safety/HomeHeating.asp) for more information. Replace your air filter every three months for peak efficiency and minimum dust. Have a professional check the humidifier on the furnace. The filter may need to be replaced and the hoses may need to be tightened.

**Hot Water Heater:** Any water dripping from the valves on the heater? Have a plumber replace the plastic valves with metal ones that are less likely to leak. Keep in mind that the water heaters installed in our units have a normal lifespan of approximately 10 years.

**Shower & Tub:** If you have a one-piece unit that has the tub on one side and the shower next to it, you probably have an access port between the two. This port has a tendency to lose the seal that prevents water leaking between the tub and shower. Check that port and use silicon caulking to reseal the panel shut.

**Air Conditioners:** An air conditioner can make your condo livable.

Keep in mind that no AC units are allowed to protrude from a window. Models that exhaust through a hose are fine. Keep the filters clean for improved cooling and make sure that the drip tray collects any condensation. Please ensure your request has Board Approval for the installation of all Central Air Conditioners.

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**Renovations:** Renovations such as flooring upgrades require approval from the Board of Directors in advance. If you are planning a renovation; contact Ayre & Oxford Inc. You should also contact your insurance broker to ensure that the upgrade is covered as a betterment or improvement.

### **For the prevention of potential freeze ups, please take precautionary measures for winter months;**

1. Check to ensure your heat is working daily.
2. If you are going to be away for an extended absence beyond 48 hours, ensure someone is checking your suite.
3. Do check your furnace room frequently to ensure the heat is working properly and that there are no leaks.
4. To prevent window frost up:
  - o Ensure your heat can fully circulate through the suite.
  - o Open blinds or heavy curtains to allow air flow.
  - o Move furniture away from windows and patio doors.
  - o Ensure the humidity levels in your suite are not too high.
  - o If you still have ice buildup, install a plastic winter kit to your windows.
5. Keep your thermostat set at a temperature which consistently maintains over 20 degrees in your suite.
6. In suite heating problems are the **unit owners' responsibility**. Please ensure your thermostat and furnace is in working order.
7. If you notice something is wrong call Ayre & Oxford for advice, and to report the issue.
8. Ensure common area doors close properly when entering / exiting the building as broken pipes, and / or heat loss costs everyone.
9. If you have not already provided Ayre & Oxford with your contact information, or if you need it updated, please do so immediately. Having an up to date list can save you money, as in the event of an emergency, if we cannot reach you, or the occupant, we will contract a lock smith to provide entry.

**Please note: Repairs due to freeze ups and any resulting damages will be charged to the unit owner responsible.**

### ***Real Estate Agents***

Should you decide to sell your suite, please observe the following procedures:

- Ensure that your agent is aware of the regulations concerning building security set out in this manual. Specifically, agents are expected to meet all prospective buyers at the front entry and may not admit them by the enterphone.
- Ensure that your agent is familiar with and has access to the Bylaws of the Condominium.
- "For Sale" signs are not permitted on the common property of the Condominium, other than on the realty tree provided. "Open House" signs may be placed on the lawn for the duration of the open house.
- Do not give agents one of your own building access cards, keys or garage door openers. They may gain entry to the building by telephoning in advance of their arrival.
- Key safes are not to be attached to any part of the common property of the condominium, with the exception of the outside of the door leading to your suite. If you choose to use a key safe in this manner, note that a building access card must not be kept in it.
- Ensure that ALL your building keys (Front Door Entrance Cards and Parkade door openers) are transferred to the new owner; also fobs, parking pass(es), Condominium bylaws and Reserve Fund Study.

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### **Rental Unit Policies / Regulation** **Rossdale Court Condo Corporation #022-0462**

- Notification of rental units will be made by owners using the format of the Notice of Intention to rent form provided by the Board of Directors within 20 days of rental.
- **A deposit will be required in the amount of \$800.00** and is to accompany the notice of intention to Rent form.
- Tenants / Lessees' will be required to sign an undertaking in agreement to be bound by the bylaws, rules, regulations and rental policies of Rossdale Court Condo Corporation #022-0462.
- Corporation Bylaws: Owners and Renters are to be aware and are bound to comply with all sections of the bylaws, including section 3.3; An owner shall not use or permit the use of his Unit other than as a single-family dwelling or for the purpose other than for residential purposes.
- In the event necessary; all notices by the Corporation to give up possession will be given in compliance with section 54 of the Condominium Property Act:  
54 (1) The Corporation may give a tenant renting a unit notice to give up possession of that unit if any person in possession of the unit;
  - a) Causes damage, other than normal wear and tear, to the real or personal property of the Corporation or to the common property, or
  - b) Contravenes a bylaw.(2) When the Corporation gives a tenant notice under subsection (1),
  - a) The tenant shall give up possession of the unit, and
  - b) Notwithstanding the Residential Tenancies Act or anything contained in the tenancy agreement between the tenant and the tenant's landlord, the tenancy agreement terminates on the last day of the month immediately following the month in which the notice is served on the tenant.(3) A notice given under subsection (1) shall be served on the tenant and the tenant's landlord.

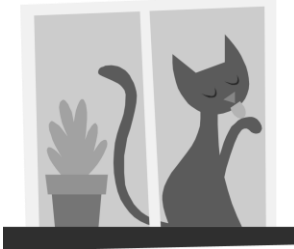
#### ***Owner / Resident Information Update Forms***

You will find attached an information update form. To ensure we have your correct contact information, please fill out the information update form completely and return it to Ayre & Oxford Inc. at your earliest convenience.

#### ***Pets***

Rossdale Court is a pet-friendly building.

- Pets must be approved by the Board of Directors. You will find a pet approval form attached.
- Pets must be on a leash while on common property.
- Owners found leaving behind animal feces on the property will be levied clean-up charges.



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## ***Rossdale Court*** **Contact Information Update Form**

How would you like to receive your Condominium Correspondence?

☐

EMAIL ONLY

MAIL ONLY ☐

**\*\* Please ensure that your address filed with Land Titles is kept up-to-date at all times to ensure you receive important Legal documents pertaining to your Property, which will continue to be mailed to the Address registered on Land Title. \*\***

Suite No.: \_\_\_\_\_ Building (where applicable): \_\_\_\_\_

### **OWNER INFORMATION**

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if offsite): \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone No.: \_\_\_\_\_ Secondary Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact/Agent: \_\_\_\_\_

Emergency contact primary phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

### **TENANT / RESIDENT INFORMATION, (if different from Owner):**

Name(s): \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Please be reminded that the Owner(s) is/are responsible to ensure the Tenant(s) receive all applicable correspondence.

### **CARS OWNED OR USED BY OWNER/RESIDENTS parked on Condominium Property:**

#### **Car #1.**

Parking stall number: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

#### **Car #2.**

Parking stall number: \_\_\_\_\_ Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The information requested above is required as per your Bylaws and the Condominium Property Act. Please ensure you submit a new form with any changes to any of the above information. Changes are accepted in writing only, to ensure no discrepancies.

**Once completed, please sign and return the form to [admin2@ayreoxford.com](mailto:admin2@ayreoxford.com), or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.**



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## **Rossdale Court PET REGISTRATION**

The Owners: Rossdale Court Condominiums

Unit Owner: \_\_\_\_\_

Unit Address: \_\_\_\_\_

I hereby request permission to keep in the aforementioned described condominium unit a pet of the following description  
(**Note:** Please submit a photograph with this application.):

Common Name: \_\_\_\_\_

City of Edmonton Licensing number: \_\_\_\_\_

(animal will not be approved without)

Type of animal: \_\_\_\_\_

Breed: \_\_\_\_\_

Approximate Size: \_\_\_\_\_

Color: \_\_\_\_\_

Age: \_\_\_\_\_

Up to date immunization shots: Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

Other Description: \_\_\_\_\_

In consideration of this permission being granted I agree:

1. That at all times when this animal is not in the Unit, or contained in the privacy area, it shall be kept on a leash while coming to or leaving the property.
2. That I will pay immediately for any damage done by said animal to the common property or person.
3. That I will indemnify and save you harmless from any and all claims which may be against the Condominium Corporation by reason of the Condominium Corporation permitting me to keep said animal in my Condominium Unit.
4. That permission granted by the Board of Directors on behalf of the Condominium Corporation may be revoked at any time, at the Board of Director's discretion. Additionally, muzzling of pets while on common areas may be requested and enforced by the Board at any time.
5. That I shall not permit my animal to run at large on any part of the property.
6. Continual barking is acknowledged as disturbing the quiet enjoyment of Condominium Owners, and the Condominium Corporation has the right to withdraw approval of pets that are deemed to be a problem.
7. Animals are not allowed to defecate on the Common Property or patios/balconies and if so it is the Owners responsibility to remove immediately.

Per Unit Owner \_\_\_\_\_

Per Unit Owner \_\_\_\_\_

Permission to maintain the above-described animal, subject to Section 57 of the Condominium Bylaws and aforementioned conditions, is hereby granted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Per: (Property Manager) on behalf of The Board.

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## **NOTICE OF INTENTION TO RENT/LEASE**

### **Rossdale Court Condominium Corporation No. 022-0462**

We, \_\_\_\_\_ as owner(s) of Unit Number \_\_\_\_\_, intend to rent/lease the unit to:

\_\_\_\_\_  
(name and address of proposed tenant/lessee)

2. A copy of the proposed rental agreement/lease showing the terms thereof, the amount of the rental to be paid, the circumstances under which it may be terminated prior to expiry and containing the proposed lessee's signature in agreement to undertake the bylaws, and the Condominium Rental Policy / Regulation is attached.

3. My/Our address for service of legal process is:

4. I/We undertake to pay the Condominium Corporation and to indemnify it against any damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee.

5. Notice of Move in and move out must be notified two weeks in advance, at which time an elevator key will be provided if applicable to assist with the move.

6. I/We understand and agree that any unpaid charges resulting from damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee will be applied against Condominium fees paid; resulting in action taken as per the Corporation . The Corporation also has a charge against the estate of the defaulting owner, for any amounts that the Corporation has the right to recover under these by laws. The charge shall be deemed to be an interest in the land, and the Corporation may register a caveat in that regard against the title to the defaulting owners unit. The Corporation shall not be obliged to discharge the caveat until all arrears, including interest and enforcement costs have been paid.

7. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 45 to 47 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

8. I/ We understand that the Residential Tenancies Act may affect us and our tenant. If there is a conflict between the Residential Tenancies Act and the Condominium Property Act, the Condominium Property Act applies.

9. Attached is a cheque for the deposit (one month's rent) in the amount of: \$800.00 \_\_\_\_\_

DATED at Edmonton this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
SIGNATURE OF CO-OWNER

**Attachments:** Proposed Rental Lease Agreement, Appendix #1. Undertaking outlined per section 2. Above, information update form & Certified Cheque, Tenants insurance certificate

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**Rossdale Court  
Tenants Receipt of Bylaws**

To: Board of Directors: Rossdale Court

Unit # \_\_\_\_\_

Address: \_\_\_\_\_

In consideration of the attached application to lease unit #\_\_\_\_\_ at Rossdale, please be advised of the following:

I / We \_\_\_\_\_  
have received copies of the Corporation bylaws, and the Condominium Rental Policies / Regulation of Rossdale Court  
Condominiums for review.

I / We \_\_\_\_\_ agree to undertake the bylaws and Rental Policies /  
Regulation.

Date: \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_  
Tenant

Signature: \_\_\_\_\_  
Tenant

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**Rossdale Court  
Cease to Rent**

To: Board of Directors: Rossdale Court

Unit #: \_\_\_\_\_

I / We \_\_\_\_\_

Cease to rent the aforementioned suite effective: \_\_\_\_\_, 20\_\_\_\_.

My/Our mailing address for future correspondence is:

\_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

☐ I/We would like to request that our Rental Deposit be returned by (check the applicable box):  
Mail to the above noted address.

☐ We would like to be notified when the cheque is ready and come to the Ayre & Oxford office to pick it up in person.

**FOR OFFICE USE ONLY  
RETURN OF RENTAL DEPOSIT CHEQUE REQUEST**

PROPERTY: \_\_\_\_\_

PAYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

NOTES: \_\_\_\_\_

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## **Rossdale Court Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer**

Unit #: \_\_\_\_\_  
Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_  
Name: \_\_\_\_\_  
Complete if the name the account is under is different from Condominium Owner's name  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ (work) \_\_\_\_\_

### **CIRCLE YES or NO**

- 1. New Pre-Authorized Plan for Ayre & Oxford Inc.? YES NO**
- 2. Bank Information Change (If Applicable)? YES NO**
- 3. Are you authorizing any outstanding balance to be withdrawn from your account along with your monthly fees (upon setup ONLY)? YES \_\_\_\_\_ NO \_\_\_\_\_ INITIALS \_\_\_\_\_**

I, \_\_\_\_\_; Hereby authorize Alberta Treasury Branch (ATB) and:

**Ayre & Oxford Inc.  
#203, 13455 – 114 Avenue  
Edmonton, Alberta T5M 2E2 Telephone: (780) 448-4984**

**To transfer monies in the amount of the monthly condominium fees from my account at the following location:**

Financial Institution Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

I authorize Ayre & Oxford Inc. and ATB to use the services of any member or affiliate of the Canadian Payments Association (CPA) in carrying out this authorization. I agree to be bound by the standards, rules and practices of the CPA as they may exist from time to time. I agree to give written notice of cancellation of this authorization to Ayre & Oxford Inc. and to be bound by this authorization until Ayre & Oxford Inc. has had reasonable time to act on the notice. Ayre & Oxford Inc. and/or ATB may terminate this authorization by providing me with ten (ten) days notice. I undertake to inform Ayre & Oxford Inc. within ten (10) days of any changes to branch, account and institution number while this authorization is in effect.

**It is the Condominium Owner's responsibility to notify Ayre & Oxford Inc. of cancellation or changes to the Pre-Authorized account on or by the 23<sup>rd</sup> of the current month.**

**I understand there will be a service charge of \$35.00 if any withdrawal is returned. (This service charge is subject to change without notice.)**

Commencement Date: \_\_\_\_\_ 1, 20\_\_\_\_ (We must receive this form by the 24<sup>th</sup> of the month before the commencement date.)

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A VOID CHEQUE/BANK CONFIRMATION MUST BE ATTACHED**



**AYRE & OXFORD INC.**

Professional Real Estate Management  
Accredited Management Organization®(AMO®)

**Rossdale Court – Unit Alteration/Renovation Application**

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Date of Application: \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

Interior Enhancement: \_\_\_\_\_

**DESCRIPTION OF PROJECT(S)** – Exterior: (Deck, Fence, Sun/Screenroom, Other)

\_\_\_\_\_  
\_\_\_\_\_

**Permit Required:**    YES \_\_\_\_\_                      NO \_\_\_\_\_ (If yes, enclose copy for file)

**Material(s) to be used in construction:**

**NOTE:** low, minimal or maintenance free materials must be used in construction, and must meet with municipal and provincial codes & requirements

\_\_\_\_\_  
\_\_\_\_\_

**Color(s): NOTE:** If enhancement is exterior, it must coordinate to existing exteriors

\_\_\_\_\_  
\_\_\_\_\_

**Dimensions, Specifications:**

(attach a detailed sketch or drawing of the project showing dimensions, including proximity to adjoining properties. If interior enhancements involve structural changes, an engineer's report may be required.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor(s)      or      persons      responsible      for      construction      and      contact numbers:** \_\_\_\_\_

\_\_\_\_\_

**Estimated completion date of project(s):**

**NOTE:** owner(s) accepts responsibility for timely completion of construction project

\_\_\_\_\_  
\_\_\_\_\_

**Units that may be affected and/or impacted by construction:** \_\_\_\_\_

## **AYRE & OXFORD INC.**

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### **Owner(s) to complete the following section:**

I/we, \_\_\_\_\_, as homeowner(s) of Unit \_\_\_\_\_, accept all responsibility for construction and associated costs including permits as well as any/all related maintenance of these projects. I/We also accept full liability for any and all damages caused as a result of the failure of any electrical, plumbing and/or structural components changed during the course of the renovation.

When these enhancements are complete, these projects will be discussed with my/our insurance agent. If applicable my/our insurance coverage will be increased to cover replacement costs associated with these items. I/We are aware and accept full responsibility for any additional insurance premiums incurred as a result of these improvements to my/our property and unit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

### **Office to complete the following section**

Board members concerns and/or any related conditions of approval OR denial and reason for denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved / Denied (Please circle and initial one)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
(Property Manager)

# **AYRE & OXFORD INC.**

Professional Real Estate Management  
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## **Rossdale Court**

### **ANTI-SPAM LEGISLATION EMAIL CONSENT / REMOVAL OF CONSENT FORM**

Due to some recent changes to Canada's Anti-Spam Legislation, Ayre & Oxford Inc. now requires written consent from Owners in order to be able to communicate via email, effective July 1, 2014.

Please be reminded that Ayre & Oxford Inc. is governed by PIPA (Personal Information Privacy Act) and therefore would never provide your personal information to any third parties, other than what is required by law.

For more information on the changes, please visit

#### **EMAIL CONSENT**

I/we \_\_\_\_\_, Owners of  
Unit # \_\_\_\_\_ at Rossdale Court hereby **give my/our permission** to Ayre & Oxford Inc. to use my/our below  
noted email address(es) for communication purposes related to Condominium matters.

#### **OR**

#### **REMOVAL OF CONSENT**

I/we \_\_\_\_\_, Owners of  
Unit # \_\_\_\_\_ at Rossdale Court hereby **REMOVE my/our permission** to Ayre & Oxford Inc. to use my/our  
below noted email address(es) for communication purposes related to Condominium matters. *Note – you may remove your  
consent at any time.*

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Note: All formal legal notices will remain distributed by letter mail via Canada Post or other mail carrier services.**

**Please return this form to Ayre & Oxford Inc. via one of the following methods:**

**Mail/In Person:** #203, 13455 – 114 Avenue, Edmonton AB T5M 2E2

**Email:** [admin2@ayreoxford.com](mailto:admin2@ayreoxford.com)

**Fax:** 780-448-7297

# **AYRE & OXFORD INC.**

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## **Intercom Update**

### **Rossdale Court**



Please be advised an Intercom system is installed and all entrance doors to the building are secured.

The system works by using a 4 digit number assigned to your suite which has to be entered by your guest, which then activates your home telephone or your cell phone. You may allow your guest access to the building by pressing “9” on your phone pad.

To activate your Intercom, we require the telephone **or** cellular number you wish to use, along with your choice of either: your name to be displayed on the intercom list.

Please fill out the following information and return it to [admin2@ayreoxford.com](mailto:admin2@ayreoxford.com) or to the office at:

Ayre & Oxford Inc.  
Suite 203, 13455 – 114 Avenue  
Edmonton, AB T5M 2E2  
FAX: (780) 448- 7297

***Intercom can only be hooked up to one (1) local number.***

Unit # \_\_\_\_\_

Owner/Tenant Name(s) \_\_\_\_\_

Display Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

# **AYRE & OXFORD INC.**

Professional Real Estate Management  
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## **PROPERTY RESIDENT COMPLAINT FORM**

Today's Date: \_\_\_\_\_ Building Name / Address: ROSSDALE COURT

Name: \_\_\_\_\_ Suite: \_\_\_\_\_ Owner or Tenant? \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Complaint Against Suite #: \_\_\_\_\_ Type of complaint: \_\_\_\_\_

If the complaint is noise, describe the type of noise: \_\_\_\_\_

How frequent is this occurring? \_\_\_\_\_

How long does this occur? \_\_\_\_\_

At what time of day? \_\_\_\_\_

Location / source of the complaint? \_\_\_\_\_

How is it affecting you? \_\_\_\_\_

Is it affecting anyone else? \_\_\_\_\_

Other relevant details: \_\_\_\_\_

Have you discussed / communicated this with the source of the complaint if applicable? If yes provide details: \_\_\_\_\_

Are you willing to attend court in the event that this issue escalates to that point: \_\_\_\_\_

*The information collected here is for legal and record keeping purposes only. Your information will not be shared with the offenders unless required by law.*

## **FOR OFFICE USE ONLY:**

1<sup>ST</sup> COMPLAINT

2<sup>ND</sup> COMPLAINT

3<sup>RD</sup> COMPLAINT

4<sup>TH</sup> COMPLAINT

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_