



Fox Two Residential

Welcome *to your new home at Fox Two*

You will find some important information and forms in this package as it pertains to your new property. This package simply highlights a few of the provisions of the Bylaws and policies of the Corporation. Please ensure that all applicable forms are submitted to the Administrative Assistant for your property. Please also ensure you have read and understand your Corporation Bylaws.

Please keep this package handy for contact and information purposes.



Our current provider of the online portal is GeniePad. To register please visit the website address: <https://FoxTwo.geniepad.com/register>

Please note, you must be a registered Owner or Tenant to be accepted on GeniePad

Fox Two Owner (Tenant) Responsibilities

RULES

Unit Owner Maintenance Responsibilities:

Balcony/Patio Standards:

1. Balconies must be kept free of garbage and household items except for barbeques and appropriate outdoor furniture. Only Gas Barbeques are allowed within patio/balcony areas.
2. Christmas decorations must be removed by April 1st.
3. Balconies may not be used for storage or hanging laundry.
4. Balconies must not contain anything that is unsightly, offensive, or that reduces the general attractiveness of the area.

For apartments on the 6th floor with a railing around the patio there is to be no access by residents to the podium roof.

Parkade

1. A maximum allowance of four tires can be stored within Parkade stalls
2. No other debris is to be present within Parkade stalls.

Window, Patio Door, and Door Standards:

1. Only window coverings produced specifically for covering windows shall be placed on windows.
 - a. Foil, blankets, signs, sheets, flags, boards, cardboard, and window coverings containing logos, pictures, or words in any language are not allowed.
 - b. Window coverings that, at the sole discretion of the Condo Corp Board, are unsightly are not allowed.
 - c. Ornaments or objects that, at the sole discretion of the Condo Corp Board, are unsightly or offensive must not be placed where they are visible through windows or doors.
 - d. Windows may not be painted.
 - e. Christmas decorations must be removed by April 1st.
 - f. Windows must be kept free of damage.
2. Patio Doors: All the same standards apply to patio doors as apply to windows.
3. Doors:
 - a. Only makes and models of screen doors approved by the board may be installed on a unit.
 - b. New locksets must be the same color, finish, and style as the original locksets.
 - c. Doors must be kept clean and free of damage.

Remedies:

If a unit owner fails to maintain his unit or balcony according to the above standards the condo corporation, at their discretion, will bring the unit up to the required standard and will charge the cost of the maintenance and repairs back to the unit owner.

Storage of Flammable Goods in Unit

It is illegal to store flammable liquids or propane bottles in your unit, in the parkade, or in any common area, and it must be handled carefully on your balcony. Do not store magazines, newsprint, or any other combustible materials in any exclusive use area outside your suite.

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Noise

Daily living and its associated noises are to be expected, but should be limited to between 8am to 9pm. Outside of this time frame should be considered 'quiet hours' by residents. Residents with complaints regarding noise in a unit after hours are asked to call The City of Edmonton at 311 anytime (24 hours) and report it to Ayre & Oxford the next business day. Document the date/time and nature of the complaint with as much detail as possible

Balconies

Do not throw anything off a balcony. This includes but is not limited to garbage, cigarette butts, bottles, cans, or anything else. Yes, this also includes snow and animal feces. **Do NOT dispose of cigarette butts in planters as this can cause a fire.**

Smoking

There is no smoking in any of the common areas.

Please be respectful of other units when smoking on balconies. Ensure smoke is not wafting into other residents' open windows and doors or onto other occupied balconies. As per The City of Edmonton, no smoking is allowed within 10 meters of public property (i.e. 10 meters from any doors on the building).

Pets

All pets require board approval - residents are required to provide the following information to the property manager:

- Height/Weight/Age
- Neutered/Spayed
- Breed
- City of Edmonton Licensing Information

Please note the cost to repair any damages to common property caused by a pet will be charged back to the unit owner.

Rental of Units & Parking Stalls:

If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days with all the required information as per the forms provided by Ayre & Oxford.

The Bylaws do not permit a unit to be used for commercial purposes. Therefore; Air BNB, Expedia, Kayak, HomeAway and VRBO and other such licensed commercial based online rental agencies are restricted from renting in Fox 2.

If you intend to rent out your parking stall to other residents, please note that it is your responsibility to manage this parking situation independently, and you as the unit owner are responsible for any common area damages or bylaw infractions conducted by the stall renter.

Electricity:

To connect your electricity, you will be required to contact Priority Submetering Solutions Inc. at 1-866-836-3837 (Option #1 is customer service). Their customer service department will issue you a move-in form, which will be required to process your account.

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.

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2. If you are going to be away for an extended absence beyond 48 hours, ensure someone is checking your suite.
3. Check your pipes and unit fixtures frequently to ensure the heat is working properly and that there are no leaks.
4. To prevent window frost up:
 - Ensure your heat can fully circulate through the suite.
 - Open blinds or heavy curtains to allow air flow.
 - Move furniture away from windows and patio doors.
 - Ensure the humidity levels in your suite are not too high.
 - 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. If you notice something is wrong, call Ayre & Oxford to report the issue.
7. Keep your windows and sliding doors closed. Ensure common area doors close properly when entering or exiting the building, as broken pipes, and/or heat loss costs everyone.
8. Provide Ayre & Oxford with your contact information. In the event of an emergency, if the owner or occupant cannot be reached a locksmith will be contracted to provide entry at the owner's cost.
9. Please note: Repairs due to freeze ups and any resulting damages will be charged to the unit **owner** responsible.

Insurance:

It is strongly suggested that all owners have proper insurance. A copy of the insurance documents should 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 common property and Directors and Officers Liability. This policy does not cover the individual unit owner in these important areas:

- Insurance coverage on your personal property or contents coverage
- Insurance coverage for personal liability
- Sewer Back up
- Contingent Insurance
- Insurance on Betterments, or improvements
- Loss Assessment (coverage for the Corporations deductible should it be assessed back to them.)
- If the unit is rented to tenants, the Owner should carry a condo package that also covers tenant liability; the tenant must carry a tenant's policy.
- Alternate living expenses

To protect these important areas, you should purchase a Condominium Unit Owners Policy. This is a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met. Provide your insurance agent with a copy of the Corporation bylaws and the current Corporation insurance certificate for reference.

PAYMENT

Common Expense Levies (condo fees) can be paid via post-dated cheques or automatic EFT withdrawal. Payment for all other items including but not limited to move fees, fobs and keys, chargebacks, parking, etc. can be paid by cheque made out to:

Fox Two Condominiums c/o Ayre & Oxford Inc.
#203 13455 114 Avenue
Edmonton Alberta, T5M 2E2

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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.

Sprinkler Systems:

All suites have sprinkler heads in them. Please familiarize where they are so that they can be kept free from objects around them. A burst sprinkler head can cause a lot of damage not only to your suite but to other suites and common areas. If the sprinkler head breaks as a result of negligence on the part of the occupant, then they are responsible for the damage.

FOX TWO INFORMATION

Dishwashers, Washing Machines & Dryers

Ensure dishwashers and washing machines are checked regularly for leaks. Ensure the dryer lint trap is cleaned between each load. Never overload the dishwasher, washing machine or dryer or turn any of this equipment on and leave your suite unoccupied. Ensure you are always home when running any of this equipment.

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 an electrician

Thinking of selling?

It happens – everyone's needs change over time. Note though that when you are selling the real estate agent you work with or potential buyers are usually interested in some key documents:

- Condo Bylaws
- Previous AGM minutes
- Insurance Certificate for building
- End of year financials
- Reserve Study

By law the owner only must make these available for VIEWING (by appointment at Ayre & Oxford) however to speed up the sales process most sellers keep a copy of the documents handy. Please

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remember that if you need this documentation reproduced the fees will vary depending on the needs of the buyer. So be sure to have your bylaws and keep your AGM information in a handy spot!

Online Information

Fox Two has a private online community where you will be able to connect with your neighbors, board/council, property manager, and have access to:

News - Inform you of announcements such as events and activities.

Documents - A convenient way to access documents such as policies, bylaws, forms, contracts, and meeting minutes with everyone in your community.

Message Forum - Easily post messages for quick and effective communication with all residents. Once a message is posted, residents can be notified so you receive quick feedback.

Classifieds - A great tool to list goods or services for sale within your community. You can post and view ads, with photos, to sell your items or offer services.

Contact - Submit suggestions, complaints, maintenance requests, and general inquiries to the Property Manager and the Board members.

Our current provider of the online portal is GeniePad. To register please visit the website address: <https://FoxTwo.geniepad.com/register>

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FOX TWO SAFETY & SECURITY RULES

Preventing Unauthorized Access to the Building

There are three primary points of entry into the buildings: the front door, the rear door, and the underground parkade entrance. Unauthorized people gain access to the building by following a resident into the building (into the parkade or into the lobby), buzzed into the building, or they have possession of a stolen remote or key.

In order to prevent unauthorized access to the building, everyone is expected to observe the following practices:

1. Do not let anyone follow you into the building through the front or back door. This includes residents, visitors, delivery people and service people. While it can feel awkward or impolite to not hold the door open for someone, it's essential to maintaining security in our home. And if someone is waiting outside the door as you're entering or exiting the building, please make sure the door closes behind you so that they don't gain entry unless buzzed in.
2. Do not let a car follow you into the parkade. When entering the parkade, come to a full stop inside the building and wait for the garage door to close behind you before proceeding. If another resident is behind you in their vehicle, they can open the door with their own opener after you have cleared the entryway.
3. Never buzz anyone into the building that you do not know. One common tactic that property criminals use is to buzz random suites and claim to be a resident or visitor who has lost their keys and is locked out. Unless you know the individual personally and have confirmed their identity from the front door video, do not buzz them into the building.
4. Do not keep your parkade remote in your vehicle. If a thief steals a remote they will be able to gain access to the building in the future.
5. The front entrance doors are locked down in the late evening. This means that visitors cannot gain access to the outside lobby at night to request that they be buzzed-in; guests must be physically let into the building by a resident going down to the lobby
6. Report any crimes to both the Edmonton Police Service and to the Property Manager. Neither the Property Manager nor the Board will be made aware of thefts or break-ins unless they are directly reported to us, and this information is important to have when we review current and future security systems.
7. For additional security tips from the City of Edmonton, you can access:

<http://www.edmontonpolice.ca/CommunityPolicing/PersonalPropertyCrimes/AutoTheft/TheftFromAuto.aspx>

For recent crime statistics you can access the city statistics site:

<http://www.edmontonpolice.ca/CrimeFiles/NeighbourhoodCrimeStats/CrimeStatsFAQ.aspx>

FOX TWO SAFETY & SECURITY INFORMATION

Preventing Theft from Automobiles

Edmonton Police Services advises that most vehicle crime is opportunistic and preventable. They recommend that all car owners observe the following tips in order to prevent thefts from vehicles:

Remove all Valuables

Never leave anything on display when you leave your vehicle. For example - loose change, cigarettes, cigarette lighters, sunglasses, CD's, cell phones, stereos, cameras, and clothing.

Park Safely

When parking at home, always lock your vehicle and ensure all windows are closed.

Remove Portable Accessories –

Remove stereo face plates and lock them in the trunk or take them with you.

Get an Alarm Installed

Alarms can deter thieves not only from stealing items from your vehicle, but also from stealing your vehicle. Even if you have an alarm installed never leave anything in your vehicle. Thieves can smash a window, reach in grab an item and be gone in seconds, before your alarm is even activated.

Use a Steering Locking Device (The Club)

Use a steering wheel lock every time you leave your vehicle. A vehicle that is well secured tends to deter criminals. A steering wheel lock will also deter theft of your vehicle.

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% fireproof. 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 fire-resistant stairways that are marked on all floors by EXIT signs. The stairway doors must always be kept closed.
- 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 can 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-colored 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.

- 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.

Fox Two Common Property
RULES

Garbage

We strongly encourage everyone to recycle and please be reminded:

⊗ Please DON'T put your large garbage items beside the dumpster – they will not get picked up and will end up being strewn across the property. Excessive littering clean-up costs will be passed on to the offending unit.

⊗ Please DON'T put your garbage in the hallway, lobby, mailbox area, or in stairwells.

The garbage room is located to the rear of the back entrance/ loading zone hallway and requires a fob for access. Please ensure all garbage is tightly wrapped and tied. Recycling is encouraged; **please ensure ALL cardboard boxes are broken down and any other large items are compressed to ensure full utilization of recycling and garbage facilities.** Please DO NOT put your garbage outside the garbage room or beside the dumpster. Never leave garbage in hallways, stairwells, the lobby or the parkade. Anyone caught not bagging garbage properly and/or not disposing of garbage in the dumpsters located in the main floor garbage room will result in a \$250 fine plus the cost of clean-up being issued to the owner of the offending unit.

STORAGE CAGE – POLICY

1. Cages must not pierce the parkade membrane – the cages must hang from the wall at the front of parking stalls.
2. In stalls where there are pipes or other impediments care must be taken to not impede access to the pipes, etc.
3. In the interest of aesthetics, cages should be relatively uniform in design and installed to a maximum size. Size should be 96"x30"x48" or smaller and design should be the same or like that offered by Central Warehousing (details available to residents from Ayre and Oxford), or an approved alternative
4. Residents will need to apply to the Board for approval of any cage install. Applications need to provide any details and drawings necessary to enable the Board to decide and must meet the above parameters.

Intercom & FOBs

All tenants and owners must fill out the tenant/owner information forms before the intercom will be programmed. Programming can take up to 3 days to be completed. Please email or fax these forms to the property manager. Additional fobs can be purchased from property management for a fee; Key tag FOBs are \$50, Parkade button FOBs are \$100, both non-refundable.

****Please note that there is a 30-day exchange policy for defective FOBs. ****

FOX TWO MOVE IN/OUT POLICY

1. **Landlords** are required to notify management of who is moving in **prior** to the move being scheduled as per section 59 of the bylaws. No moves will be scheduled without this. Contact admin1@ayreoxford.com.
2. **Contact** Ayre & Oxford Inc. either by phone call or email at a minimum of 72 hours prior to the move. If the move is not scheduled prior to 72 hours, there is no guarantees it will be scheduled on the date being requested. Emails may be sent to admin1@ayreoxford.com. Please ensure building and Unit number are in the subject line.
3. **Fees:** All moves during the daytime, evening and weekends will be charged out at \$100. This fee is to cover the supervision of the move.
4. **All** bookings are for a 3-hour time limit. Any moves that exceed the 3-hour time limit will be charged a \$50 per hour additional fee. This fee will be charged to the Owners ledger followed by a letter to the Owner.
Monday to Friday: available moves are from 9:00am to 8:00pm. The latest scheduled move on a weekday is 5:00 pm.
Saturday/Sunday: 9:00am – 4:00pm. No evening weekend moves will be approved. The latest scheduled move on a weekend is 1:00pm.
5. **No** elevator keys are provided to the individuals completing the moves.
6. **No shows** are charged a \$100 fee to the Owners ledger.
7. **Cancellations:** Weekday moves require a 3-hour notice of cancellation.
Weekend moves require a 24-hour notice of cancellation to the coordinator.
A \$100 fee will be charged for late cancellation. An **email message** to the coordinator is required for the cancellation.
8. **All payments** are to be provided to the move coordinator via cheque or money order payable to Fox II. **NO CASH** will be accepted. Payment can be dropped off to Ayre & Oxford Inc. before the move. All payments will have a receipt provided.
9. The elevator and floors are inspected when the move has finished. **You are to call or text the moving coordinator when you have finished.** Should there be any damages all costs associated are charged back to the Unit.
10. **No holding** of the elevator doors at any time, if this is witnessed there will be a \$250 fine plus repair and call out charges.
11. **No leaning** of items up against the walls and doors, if witnessed there will be a \$250 fine.
12. **No vandalism of the elevator will be tolerated.**
13. **Move Coordinator is Todd- 780-910-9242.**

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FOX TWO INFORMATION

Visitors

All visitors are required to use the intercom system. Visitors will not have access to any residential floor unless buzzed in through this system. From the time a visitor is buzzed in, they have **3 minutes to access an elevator** and press the resident's respective floor. If visitors are not buzzed in, they will not have access to any residential floor.

Please note, the main entry door has restricted access between 8pm and 8 am. No access to the intercom system is available from outside the main entry door. Visitors arriving between these hours should be made aware of this. Residents will be required to go down to the lobby and let their visitors in.

Building entry

Main entry door-The exterior main door to the building has restricted access between 8 PM until 8 AM.

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Fox Two **Contact Information Update Form**

How would you like to receive your Condominium Correspondence?

☐ EMAIL

☐ 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 admin1@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

**FOX TWO
APPLICATION FOR PET APPROVAL**

In accordance with The Owners: Condominium Plan No. **172 1739** By-law VI 57. Approval for a cat or dog is required. Please complete this application for the cat or dog residing in your Unit and return to the Condominium Office. A copy of the municipal license (city of Edmonton) and a recent photograph of the pet in the application must be attached before approval will be granted.

Owner: _____ Unit Address: _____

Home # _____ Work # _____

> Mailing Address if Owner lives Off-Site: _____

TO BE COMPLETED BY OWNER/LANDLORD IF UNIT IS RENTED:

Tenant Name(s) _____

Home # _____ Work # _____

Pet Description: Cat (breed): _____ Dog (breed): _____

Sex: ____ Color: _____ Height: _____ Weight: _____ Age: ____ Fixed? Circle Y or N

Municipal License # _____ Tag # _____

I/We, the Owner(s) of the above Unit do hereby make application for approval for the pet (cat or dog) as described above and agree to the following terms and conditions:

1. The information provided is accurate. Misrepresentation will result in the withdrawal of approval by the Condominium Corporation.
2. This application references this animal ONLY and will not apply to any other animal residing on the premises, now or in the future.
3. Approval for pets may be withdrawn by the Condominium Corporation, in accordance with By-law 57.
4. In the event that the animal described about is under the age of (1) year, **I/We** promise to provide a copy of the municipal license before the animal's first birthday.
5. Any and all costs incurred resulting from damages and repair to the Common Property caused by the above described animal shall be the responsibility of the Unit Owner. Resulting legal costs, if any, will be borne by the Unit Owner.
6. No animal shall be allowed to create noise or disturb other residents in any way.
7. No animal shall be left unattended while on Common Property or exclusive use areas.
8. All pets must be properly controlled (leashed or caged) at all times while on Common Property.
9. Owners are responsible for the proper disposal of PET WASTE. All waste is to be removed immediately from Common Property and exclusive use areas.
10. No more than 1 pet per household (other than a bird, fish, one (1) dog no greater than eighteen (18") inches at the shoulder, one (1) cat restrained at all times inside the Unit) will be approved by the Condo Corporation.

I/We agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.

SIGNED THIS _____ DAY OF _____, 20__ . Signature: _____

**NOTICE OF INTENTION TO RENT/LEASE
FOX Two Condominium Corporation**

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 53 to 57 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.

DATED at Edmonton this _____ day of _____, 20 _____.

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Proposed Rental Lease Agreement, Undertaking outlined per section 2. Above, information update form, Tenants insurance certificate.

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Fox Two Move In – Move Out Form

Property: Fox Two
Suite No: _____
Address: _____
Owner Name: _____
Tenant Name: _____

I/We _____, hereby declare the following move in/move out etiquette are to be followed through the duration of our move.

1. A reservation of the elevator was made through the maintenance coordinator or by contacting the office of Ayre & Oxford Inc. Monday to Friday.
2. Our reservation is held within the hours of 9am and 8pm in consideration of other residents/owners and we will remain within our scheduled time period.
3. Elevators held open without a key cause major repair issues; therefore, if we are found holding open the door, we will be charged for the elevator company inspection and any resulting repairs required. We acknowledge that these repairs have been known to be in excess of \$500.00.
4. We acknowledge that no doors are to be propped open and unattended including the elevator vestibule doors and the parkade overhead door.
5. We acknowledge receipt of the elevator key, which is to be return immediately upon the completion of the move and a briefing on the use.
6. The following areas were inspected for damages and cleared of all cause. Should damages be found during the walk through further to the move it will be the responsibilities of the unit owner who may intern charge back the tenant as per their personal agreement to incur the fees of the damages.

	Prior to Move	Further to Move
a. Walls clear of makings/damages	LI Yes LI No	LI Yes LI No
b. Flooring clean and clear of damage	LI Yes LI No	LI Yes LI No
c. Elevator clear of scratches	LI Yes LI No	LI Yes LI No
d. Time move began	_____	
e. Time move was completed	_____	
	Key Provided	Key Returned
f. Elevator key and door wedges	LI Yes LI No	LI Yes LI No
(If no \$30 charge each)		

Notes:

Prior to Move: Signed this _____ day of _____, 20 ____ in the presence of Icon Tower II Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

Further to Move: Signed this _____ day of _____, 20 ____ in the presence of Fox Two Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

**FOX TWO
Confirmation of Bylaw Receipt**

To: Board of Directors: FOX TWO Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease unit # _____, please be advised of the following:

I / We _____
have received a copy of the Corporation bylaws, for review.

I / We _____ agree to undertake the bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

This form is required for each change in tenancy

AYRE & OXFORD INC.

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Accredited Management Organization®(AMO®)

Cease to Rent

To: Board of Directors: FOX TWO Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Check One:

Please refund security deposit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please keep security deposit on file	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please apply security deposit to outstanding balance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

OFFICE USE ONLY

Initial

- Verified Outstanding fines & charges in relation to tenancy _____

PM Signature

AYRE & OXFORD INC.

Professional Real Estate Management

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FOX TWO Condominium

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 |

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 23rd 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 24th of the month before the commencement date.)**

Witness: _____ Signature: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

FOX TWO

Unit Alteration/Renovation Application ~ Alteration Notice

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

DESCRIPTION OF PROJECT(S) – Exterior: (Balcony, 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: _____

Attach contractor WCB and Liability Insurance certificate with alteration request. No contractors are to do any work without the above.

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

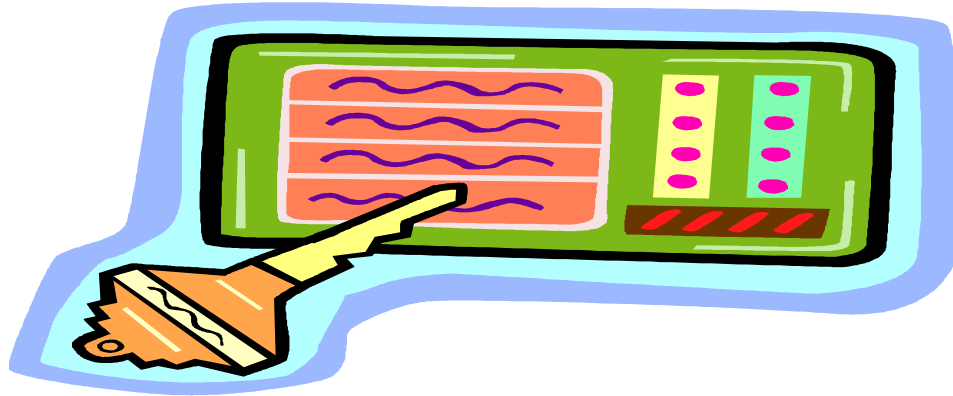
Board members concerns and/or any related conditions of approval OR denial and reason for denial:

Approved / Denied (Please circle and initial one)

Dated this _____ day of _____, 20_____, _____
(Property Manager)

Intercom Update

Fox Two Condominiums



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

The system works by using a 4 digit number assigned to your suite which has to be entered by your guest which activates your home telephone or your cell phone. You may then allow your guest access to the building by pressing “6” on your phone pad.

To activate your Intercom we require the telephone or cellular number you wish to use along with your name or “Occupied” to be displayed.

**Please fill out the following information and return it to
admin1@ayreoxford.com or to the office at:**

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

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

Unit # _____
Owner/Tenant Name(s) _____
Name Displayed or “Occupied” _____
Phone Number _____
Date to be changed _____
Date: _____