



## CALIFORNIAN MANOR CONDOMINIUMS

### ***New Owner / Resident Information and Form Package Californian Manor Condominiums***

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.

**Ayre & Oxford Inc.  
Property Management  
Contact Information**

**Ph: 780.448.4984 ~ Fax: 780.448-7297**

**CONDOMINIUM MANAGER:  
LISE TETREAULT  
[lise@ayreoxford.com](mailto:lise@ayreoxford.com)  
(780) 448-4984 Ext. 350**

**ADMINISTRATIVE ASSISTANT:  
JACEY KOWALSKI  
[admin3@ayreoxford.com](mailto:admin3@ayreoxford.com)  
(780) 448-4984 Ext. 326**

**ON-SITE MAINTENANCE  
Don Thate**

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

**GENERAL BUILDING INFORMATION**

**1. Move-in / Out Etiquette:**

- **Elevators must be booked one week in advance by contacting Kelley at 780-448-4984 Ext. 357.**
- **Bookings are only between the hours of 8:30am and 6:00pm Monday to Saturday.**
- Arrange with site staff to get ELEVATOR PADS, SERVICE KEY. A **deposit in the amount of \$100.00** is required for the elevator key, which will be refunded upon return of the key. Please note this must be in the form of a cheque, as on-site staff does not accept cash.
- 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.**
- NEVER, under any circumstances leave security doors propped open – when security doors are open an adult must be present at all times to monitor foot traffic.
- While moving furniture/effects through the security doors, prop doors open using a piece of furniture DO NOT USE stones or rocks. Bent hinges result when rocks are used and the cost of repairs will be charged back to your suite or to your landlord and paid from your damage deposit.
- Elevator service key – use common sense and show reasonableness when using. This infers you have items at elevator ready to load before you use the key and when you reach your destination floor you immediately offload and release the elevator.
- Sharp objects: ensure corners are padded or taped, bed frames are wrapped etc – damage to the elevators is your responsibility and will be charged back.
- Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner.
- Parking/stopping vehicle used in your move. Do not block fire/emergency lanes. Once vehicle is offloaded move it to visitor parking. ALL other vehicles are to be in your parking stall or parked in accordance with the Condominium Associations posted visitor parking rules.
- Return of key/return of security deposit – contact the same Ayre & Oxford representative who provided the key.

**2. Additional information**

**Keys-** Suite and mailbox locks and keys are owner responsibilities to replace/maintain. **Fobs-** Fob programming changes: To change the name of a fob user in the system, please contact Ayre & Oxford.

Additional remotes and fobs can be purchased from the Property Management Office for a fee;

- Purchase an additional parkade opener for (\$52.00)
- Purchase an additional Key fob (\$50.00)

**Intercom** - Intercom programming changes: Call Property Management 780-448-4984

**3. Emergencies**

- a. If there is a **police, fire or medical emergency, call 911.**
- b. Report incidents requiring immediate action to the onsite emergency staff.
- c. Non- emergency reports should be made to Property Management the following business day for record purposes.

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## **4. Noise and disturbance:**

Daily living and its associated noises are expected and suggested to remain from 8am to 9pm. Outside of this time frame should be quiet hours.

- a. Parties or activities beyond 9pm should be conducted with due respect to your neighbors.
- b. Owners with complaints regarding noise in a unit after hours are asked to call the police and report it to Ayre & Oxford the next business day. Please document the date/time and nature of the complaint with as much detail as possible.

## **5. Renovations and Repairs:**

- a. Construction in units is to be between 8am to 6pm - Monday through Saturday.
- b. If you are planning a renovation you are asked to contact building management prior to commencement for guidelines and they will provide permission. This also applies to moving plumbing or electrical fixtures from one location to another.
- c. Unapproved renovations are subject to removal.
- d. If you are upgrading/renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining "builders' grade".

## **6. Home based business:**

Please make your request in writing to the Building Management for approval by the Board. Approval will not be given to businesses which require public attendance in the building.

## **7. Air conditioners:**

Air conditioners cannot be mounted to hang outside of windows and must be fully inside your unit. They cannot alter the building in any way, or cause excessive noise outside your unit that may disturb neighbors. BTU must not exceed 12,000, 1 inlet only to the building either in the bedroom or living room and must be installed by an HVAC professional whom hold WCB and liability insurance. In order to be approved you must fill out a Unit Alteration Form and must have it approved by the Condo Board before work may commence.

## **8. Heating:**

It is the owner/resident's responsibility to inspect their home for leaks and report them as soon as discovered. Take a moment and inspect your heating pipes, carpet areas and ceilings frequently and report any damages as soon as possible to avoid further damage and possible liability.

In the winter please make sure your heat is on. Do not leave any windows or patio doors open when you are not around. If you do need to open a window, please monitor it closely as there have been problems with pipes freezing when there is a change in temperature. Damage done to your suite and other suites, as a result of frozen pipes that burst as a result of negligence on the part of the resident or owners of the suite, is the responsibility of the owner and/or resident of that suite. Our temperature can change drastically from warm to cold in a hurry.

## **9. Sprinkler Systems:**

All suites have sprinkler heads in them. Please familiarize yourself with 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.

## **10. Pets:**

### **Section 31. Animals;**

As a general rule, Owners may not keep pets of any kind in their apartment homes. However, if an owner owns a small dog or cat (i.e. less than 14 inches high at the shoulder) at the time the unit is purchased from the Developer, that owner may keep that pet in the apartment home for as long as that pet is alive. The Owner is responsible for ensuring that:

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- a) The animal is not allowed to run at large (i.e not on a leash) on the Common Property;
- b) The owner of the pet is responsible for picking up and disposing of any droppings left by the pet;
- c) The pet does not bother any of the other occupants, because of noise, aggressive behavior or otherwise.

If the Board determines that the pet is a nuisance to other occupants of the development, the Board may issue a notice to the other owner involved, specifying a date past which the pet will no longer be allowed in the building.

## **11. 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. This a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met.

## **12. Rental Units**

The rental policy affects all rental units at Park Place South Terwillegar Condominiums effective immediately. Please be aware of Part V1, 61. of your Corporation Bylaws which states: An Owner who leases or grants possession of his unit to any Tenant shall:

- a) Comply with the damage deposit requirements (if any) of the Corporation;
- b) Cause the Tenant to undertake in writing to be bound by and comply with the Bylaws of the Corporation;
- c) Upon request of the Board, give notice and particulars of any tenancy or other occupancy, accompanied by the written undertaking of the Tenant(s), be bound by the Bylaws of the Corporation; provided that nothing herein shall in any way remove, waive or alter the responsibility of each Owner for the performance of all Bylaws by all persons using or occupying his Unit; and
- d) On notice from the Board; diligently assist in taking such steps as may be necessary to cause the Owner's Tenant to remedy any non-compliance with these Bylaws and any relevant legislation, failing which the Board may issue an eviction notice to the Tenant, which the Owner agrees to be bound by, and further shall assist with and pay the costs of any eviction proceeding which may be taken by the Board, acting reasonably.

## **13. Payment**

Common Expense Levies (condo fees) can be paid via post-dated cheques or Electronic Funds Transfer. 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:

Californian Manor 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.



**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.
2. Christmas decorations must be removed by April 1<sup>st</sup>.
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.

**Window, Patio Door, and Door Standards:**

1. Only window coverings produced specifically for covering windows shall be placed on windows.
  - a. Foil, blankets, tinting film, 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 1<sup>st</sup>.
  - 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 then the following will occur:

1. Fines will be levied by the Condo Corporation at their discretion
2. 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.

**Guidelines for Enjoyment and Use of Common Areas**

**1. For sale / rent signage:**

For Sale signs can only be placed in the window of the Unit. They are not allowed on the common property or surrounding grounds. Approved realtor signage dimensions are 12x24 inches.

**2. Rental Units:**

If you intend to rent your suite, please notify Ayre & Oxford Inc. within 21 days of the Rental.

**3. BBQ's:**

Propane BBQ's tanks are not allowed to be carried in the elevator. The propane must be carried up the stairs and not by elevator, this is for insurance purposes. The BBQ should be kept away from the siding as it could melt. Any damage to the outside of the building from BBQ's is the responsibility of the owners or residents of the suite.

**4. Garbage:**



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 or in stairwells.

**5. Security:**

The security of the building is relevant to everyone - so please make sure to avoid letting strangers into the building.

- a. Don't allow people to follow you through doors.
- b. Wait for the garage door to close before entering/exiting the parkade.
- c. Report suspicious activity to the police.

**6. Visitor Parking**

**Visitor parking is for "visitors" only.**

All residents have received Visitor parking tags to be used when parked in visitor. If these are lost, they are available for purchase through the Ayre & Oxford Inc. office for a fee of \$5.00.

**Thinking of selling?**

It happens – everyone's needs change over time. Note\* 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 Fund Study

All of these documents have been provided to owners in the past. By law you only have to 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 remember that if you need this documentation reproduced there is a fee which can be

\$300-\$400 depending on the needs of the buyer. Documents are available online at:  
<https://condopapers.com>.

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## ***Californian Manor*** **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.: \_\_\_\_\_

### **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.**

Stall number: \_\_\_ Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ Plate Number: \_\_\_\_\_

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

Stall number: \_\_\_ Make/Model: \_\_\_\_\_ Colour: \_\_\_\_\_ 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 [admin3@ayreoxford.com](mailto:admin3@ayreoxford.com) , or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.**

**NOTICE OF INTENTION TO RENT/LEASE**  
**Californian Manor Condominiums 972 0264**

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

\_\_\_\_\_  
(name(s) 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 and the circumstances under which it may be terminated prior to expiry is attached.
3. My/Our mailing 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. 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 Bylaws. 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.
6. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 53-57 of the *Condominium Property Act* and we have provided the tenant with a copy of the Corporation's Bylaws.
7. 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:** Rental Lease Agreement



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**Tenants Receipt of Bylaws – Californian Manor**

To: Board of Directors: Californian Manor 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: \_\_\_\_\_

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## **Californian Manor 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 : \_\_\_\_\_ Email: \_\_\_\_\_

### **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(Please note outstanding balances CAN NOT be paid thru Pre-authorized and must be paid by either cheque/money order or Condo Café)**

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 24<sup>th</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.)

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

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

Please fill in this form and email it to [receivables@ayreoxford.com](mailto:receivables@ayreoxford.com) Thank you.

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***Californian Manor- Unit Alteration/Renovation Application***

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

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

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

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

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

**DESCRIPTION OF PROJECT(S)** – Flooring / Plumbing / Electrical / Structural

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

**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

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

**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:**

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

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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:

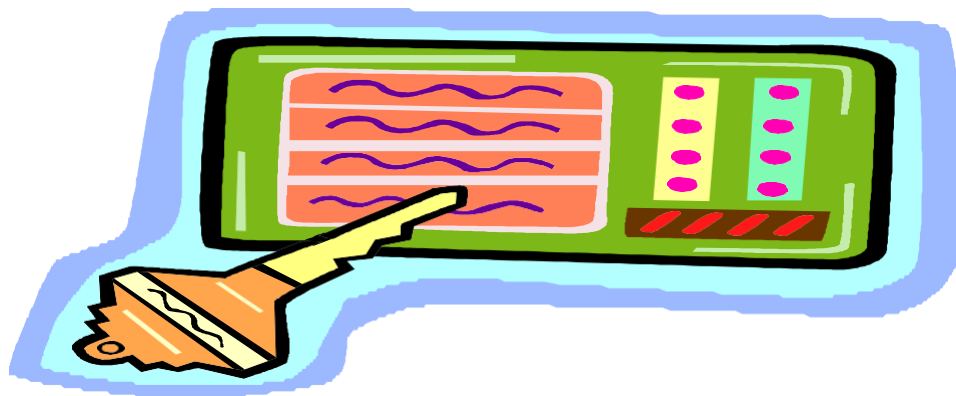
Approved / Denied (Please circle and initial one)

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

\_\_\_\_\_  
(Property Manager)

# Intercom Update

California Manor Condominiums



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

The system works by using a number assigned to your suite which has to be entered by your guest which then activates your home telephone or your cell phone.

To activate your intercom we require the local telephone or local cellular number you wish to use along with your name.

Please be advised that requests to intercoms will not be completed if you are not a registered occupant of the Unit.

Please fill out the following information and return it to [admin3@ayreoxford.com](mailto:admin3@ayreoxford.com) or to the office at:

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

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

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

Name Displayed \_\_\_\_\_

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

\_\_\_\_\_



# **AYRE & OXFORD INC.**

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## **PROPERTY RESIDENT COMPLAINT FORM**

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

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: \_\_\_\_\_