

Commonwealth Mainstreet

Welcome

to your new home at Commonwealth Mainstreet

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/rules of the Corporation. Please ensure that all applicable forms are submitted to the Management Company.
Please also ensure you have read and understand your Corporation Bylaws.

Please keep this package handy for contact and information purposes.



Welcome to Commonwealth Mainstreet Condominiums.

As a new owner, you will find some important information in this package concerning Property Management contacts, rules such as, move in policies, rental information and forms such as renovation requests and pet registration. This document is not meant to replace your bylaws. Please also ensure you have read and understand the Corporation Bylaws.

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Commonwealth Mainstreet
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Commonwealth Mainstreet Rules

General Building Information

1. Move In's / Outs Etiquette:

Please also refer to Move In – Move Out Procedure in this package for additional Rules on this topic.

- a. Book the elevator in advance by contacting Property Management. A key will be supplied to work the elevator.
- b. Bookings are only between the hours of 9am and 9pm in consideration of other residents.
- c. A deposit in the amount of \$100.00 is required for the elevator key, which will be refunded immediately. Please note this must be in the form of a check as on site staff do not accept cash.
- d. 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.**
- e. Do not leave any doors propped open and unattended. Open doors must be attended at all times.
- f. **No driving on the grass or moving through patios.**
- g. Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit Owner.

2. Emergencies

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

3. Noise and disturbance:

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

- a. Parties or activities beyond 9pm should be conducted with due respect to your neighbors.
- b. Owners with complaint regarding noise in a unit after hours (11PM or later) are asked to call the police and report the incident number to Ayre & Oxford the next business day. Please document the date / time and nature of the complaint with as many details as possible.

4. Renovations and Repairs:

Also see building water shut down procedure and approval form in this package.

- a. All construction should be between 9am to 5pm 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 "builder's grade".
- e. Know your bylaws: **Structural/design changes to property**
Please be reminded that UNDER NO CIRCUMSTANCES are changes that effect the exterior of the building are to be made. Per section 58 (b) of the bylaws, that all owners have agreed to:
An owner shall not:
(vi) do any act or permit any act to be done which will alter the exterior appearance of the structure comprising his or any other units.

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In some cases, exterior work can be permitted; however, it must be removable, and must meet the specifications set out by the Condo Bylaws. It is critical you contact Ayre & Oxford **BEFORE** making any changes. Owners making unauthorized changes will have to restore the property to its original condition at their expense.

5. **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 will require public attendance in the building.

6. **Air conditioners:**

Air conditioners should be properly secured so as not to extrude from the building, but be fully inside your unit. They cannot alter the building in any way, or cause excessive noise outside your unit that may disturb neighbors.

7. **Heating:**

It is the owner / residents 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.

8. **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; as well as free from dust and paint on the sprinkler head or cover. 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. A little common sense goes a long way for prevention.

9. **Zone Valves:**

Your unit should have a zone valve to assist you in regulating water in your suite should you have a repair or plumbing alteration to attend to. Zone valve maintenance or installation is an owner responsibility. Please be advised that a charge of \$200 will apply to unit owners requesting a building shut-down on their behalf. In order not to incur this cost, please coordinate any maintenance needing to be completed on your zone valves by a plumber on a date when the building has scheduled a water shut-down. Also refer to water shutdown procedure. Related form; Building water shutdown approval

10. **Pets:**

Pets, including visiting pets, require approval of the Board. You will find a pet approval form included in the appendix of this package. Pets are not allowed to run in common areas unattended at any time. Please also refer to the Corporation bylaws.

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

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designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met. For more information about Owner insurance changes to the Condominium Property Act, please refer to the "CCI Condo Insurance Notice" in the attached appendix.

Commonwealth Mainstreet Rules **Guidelines for Enjoyment and Use of Common Areas**

1. For sale / rent signage:

Signs cannot be placed in windows, on the common property or surrounding grounds.

2. Rental Units:

If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental. You will find Rental Forms attached for your reference in the attached appendix.

Rental Policies / Regulations Commonwealth Mainstreet

1. Application for rental units will be made by owners using the format of the Notice of Intention and application to rent form provided by the Board of Directors. Applications will not be processed without all of the required information. You will find the necessary forms attached in the appendix.
2. **A deposit will be required in the amount of \$1000.00 or one month's rent, whichever is higher** and is to accompany the Notice of Intention and Application to Rent Form.
3. Tenants / Lessees' will be required to sign an undertaking in agreement to be bound by the bylaws, rules, regulations and rental policies of Commonwealth Mainstreet Condominiums. See the "Tenant Receipt of Bylaws in the Appendix.
4. Notice to vacate will be sent by registered mail, three months in advance, should this be deemed necessary by the Board of Directors upon review of the rental agreement.
5. All other 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.

3. Balconies and Patios:

- Balconies are considered common areas. They must be kept clean of junk not appropriate for this area. No storage, garbage, or hanging laundry, etc. is allowed. Basically, if it is an eyesore, it's not allowed.
- We want everyone to be able to enjoy their balconies so common courtesy in respect to noise levels is appreciated. If it gets noisy, take the party inside and close the sliding door.
- Loud noise after 9:00 pm is frowned upon, keep in mind noise travels and for the comfort of other residents, please keep it down.

4. BBQ's :

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Discharged (ie. Empty) propane BBQ's tanks are allowed to be carried through the elevator. Tanks that are partially or completely full of 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 owner's or residents of the suite with the damage.

5. Garbage...Garbage:

Garbage bins are monitored by video surveillance and units will be charged the full cost of removal for improperly disposed items, such as furniture, electronics, etc.

- ❌ Please DON'T put your garbage beside the dumpster – it won't get picked up by the garbage folks, and will end 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 to owners.
- ❌ Please DON'T put your garbage in the hallway, lobby mailbox area garbage or in stairwells. Garbage bins are monitored by video surveillance and units will be charged the full cost of improperly disposed items, such as furniture, electronics, etc.

6. Bulletin Board Etiquette:

The bulletin boards are for communication to owners and any information posted should be respected. Please refrain from writing comments on existing postings. Please also refer to the attached Community Board Rules for additional information.

7. Parking lot speed

The speed limit in the parking lot is 10km/hour.

8. Parking

Visitors' parking is for "visitors" only. Owners found parking in assigned Visitor parking without prior approval from the Board may be subject to their vehicle being towed. If you have a guest staying overnight for more than 2 nights per week or 5 nights per month, please be courteous and direct them to park in an alternate location, or consider renting a stall from the Corporation. Please have all visitors sign in at the front Lobby area of the building. If and only if the sign-in sheet is gone, please have your visitor place a visible piece of paper on the dash indicating where they are visiting. Any exemptions require Board approval (ie: Visitor from out of town).

Any vehicle parked in a stall on Corporation property, including Owners, tenants and visitors are not permitted to back in to the stall, as the car exhaust is then directed into the main floor suites.

Please also refer to the attached "Parking Rules".

9. Security:

The security of the building is relevant to everyone to make sure to avoid allowing strangers into the building.

- a. Don't allow people to follow you through doors.
- b. Wait for the gate to close before entering/exiting the parking lot.
- c. Report suspicious activity to the police and Ayre & Oxford.

10. Additional Information

- a. Suite and mailbox locks/keys are Owner responsibility to replace/maintain.
- b. Intercom programming changes : Email: Ayre & Oxford Administrative Assistant
- c. Additional remotes and fobs can be purchased from the Property Management Office for a fee,
 - Purchase an additional fob (\$50) – only Owners are able to purchase replacement fobs.
- d. To make a complaint, please submit the "Property Resident Complaint Form" (attached in Appendix), to the Property Management. ex. Smoking – smoke smells do travel from doors, windows, balconies, patios and yards. Please be considerate of your neighbors, especially if you are aware of allergies, which can be serious.

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Commonwealth Mainstreet Parking Rules

Parking rules are posted for each building.

Those who do not follow the rules are liable to have their cars ticketed and/or towed.

Please read the below carefully.

Visitor Parking

The two Commonwealth buildings - Mainstreet and Pointe II - are entirely separate when it comes to parking. Read the signs.

Unless you are parked in the visitor parking of the building you are visiting and your car is signed in at the lobby of that building, you are liable to be ticketed and/or towed.

Visitors are expected to be parked on the site less than 8 hours. Overnight vehicles in visitor parking have to be moved after 16 hours. Signing the book every day but leaving your car in a visitor parking stall is not permitted.

"Permanent visitors" are not allowed to use our visitor parking on a regular basis. Permanent is anyone who signs in 4 days/nights a week. They too are liable to be ticketed, whether signed in or not.

Kindly ask your visitors not to throw their pop/beer cans, litter and cigarette butts on our parking lot. We have garbage cans and butt-out containers at the entry ways.

Owners are responsible for the conduct of any visitors they permit on site.

Owner Parking

Each owner is responsible to keep their parking stall in good condition, and free of oil stains or storage items.

Our visitor parking is private property and belongs to our condominium. As such we have the right and the responsibility to police it.

Second stalls are available for units on a first come first served basis. This is managed through Ayre and Oxford, at a monthly rental of \$50.00. Call Ayre and Oxford with contact information to go on the waiting list.

REMINDER: There is parking on the street.

WELCOME TO YOUR NEW HOME!



Rental Policies / Regulation
Commonwealth Mainstreet Condominium Corporation #062 4966

1. Application for rental units will be made by owners using the format of the Notice of Intention and Application to Rent form provided by the Board of Directors. Applications will not be processed without all of the required information.
2. **A deposit will be required in the amount of \$1000.00 or one month's rent, whichever is higher** and is to accompany the Notice of Intention to Rent form. Deposits are kept in a separate trust account for duration of the unit being rented. To request a deposit refund, fill out the Cease to rent form.
3. Provide a copy of the Owner and tenant's insurance certificate confirming third party liability coverage.
4. Move in and out procedures are strictly enforced.
5. Tenants/Lessees will be required to sign an undertaking in agreement to be bound by the bylaws, rules, regulations and rental policies of Mainstreet Commonwealth Condo Corporation #062 4966.
6. Ensure contact information is kept up to date for Owner and occupants.

7. Corporations Bylaws Part 3.27. 1 of your Corporation Bylaws apply:

An Owner shall not lease or grant possession of his Unit to any Tenant or Occupant:

3.27.1.1 - until the Owner complies with the deposit requirements (if any) of the Corporation;

3.27.1.2 - until the Owner provides the Corporation with an address for service of any notice that may be served pursuant to the Act or the By-laws as well as the name of the Tenant or Occupant;

3.27.1.3 - until the Owner provides the Corporation with the completed rental registration form, as provided by the Corporation, including a written undertaking signed by the Tenant, or Occupant acknowledging and agreeing to be bound by the By-laws of the Corporation;

8. Section 53 of the Condominium Property Act applies:

53(1) An owner of a unit shall not rent the owner's unit until the owner has given written notice to the corporation of the owner's intention to rent the unit, setting out

(a) the address at which the owner may be served with a notice given by the corporation under section 54 or an originating notice or order referred to in section 55 or 56, and

(b) The amount of rent to be charged for the unit.

(2) If an owner of a unit rents the owner's unit it is a condition of that tenancy, notwithstanding anything in the tenancy agreement that any person in possession of that unit shall not

(a) cause damage to the real or personal property of the corporation or the common property, or

(b) contravene the bylaws.

(3) The corporation may require an owner who rents the owner's unit to pay to and maintain with the corporation a deposit that the corporation may use for

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- (a) the repair or replacement of the real and personal property of the corporation or of the common property, and*
 - (b) the maintenance, repair or replacement of any common property that is subject to a lease granted to the owner of the unit under section 50, that is damaged, destroyed, lost or removed, as the case may be, by any person in possession of the rented unit.*
 - (4) A deposit referred to in subsection (3) shall not exceed one month's rent charged for the unit.*
 - (5) The owner of a unit shall give the corporation written notice of the name of the tenant renting the unit within 20 days from the commencement of the tenancy.*
 - (6) Within 20 days after ceasing to rent the owner's unit, the owner shall give the corporation written notice that the owner's unit is no longer rented.*
 - (7) A corporation shall, within 20 days after receiving a written notice under subsection (6),*
 - a. return the deposit to the owner,*
 - b. if the corporation has made use of the deposit for one or more of the purposes referred to under subsection (3), deliver to the owner*
 - (i) a statement of account showing the amount used, and*
 - (ii) the balance of the deposit not used, if any,*
 - or*
 - c. if the corporation is entitled to make use of the deposit but is unable to determine the amount of the deposit that it will use, deliver to the owner an estimated statement of account showing the amount it intends to use and, within 60 days after delivering to the owner the estimated statement of account, deliver to the owner*
 - (i) a final statement of account showing the amounts used, and*
 - (ii) the balance of the deposit not used, if any.*
9. Notice to vacate will be sent by registered mail, three months in advance, should this be deemed necessary by the Board of Directors upon review of the rental agreement.
10. All other 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.

Commonwealth Mainstreet **Water Shut Down Procedure**



Please be advised that ANY building water shut down you request for your suite will affect the entire building, and will cause excess wear on the building system. The Board has implemented the following policies:

- 1. No Shutdown will be permitted on weekends.**
- 2. Each shut down you request will require you to install a Shut-off Valve in your own suite to prevent future incidents.**
- 3. Each shut down initiated on behalf of your unit will result in a charge to your unit of \$200.00.**
- 4. Except for a general maintenance shut down, notice will generally be provided to the rest of the building 48 hours in advance of a shut down, so that other Owners can schedule an install of zone valves into their suite during that shut down.**

This policy was effective as the notice posted on December 6, 2011

Please coordinate work in your suite through the Property Manager or Administration from Ayre & Oxford Inc.

Commonwealth Mainstreet -Move in/out Procedures:

- ARRANGE TO GET ELEVATOR SERVICE KEY & KEY TO UNLOCK FRONT DOOR PADLOCK (if your building is so equipped).
 - CONTACT Ayre & Oxford representative – numbers posted in building.
- Bookings are only between the hours of 9:00AM and 9:00 PM in consideration of other residents.
- A deposit in the amount of \$100.00 is required for the elevator key, which will be refunded immediately. Please note this deposit must be in the form of a cheque as on-site staff do 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 and if appropriate challenge persons entering to produce a key.
- 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 these 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 be reasonable when using. This infers you have items at elevator ready to load before you use the key, and when you reach destination floor you immediately offload, and release the elevator.
- Sharp objects: ensure corners are padded/taped, bed frames are wrapped, etc. – damage to the elevators, walls, ceiling of Common Property 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.
- **No driving on the grass or moving through patios.**
- Unwanted or damaged furniture/mattresses etc. – these are NOT to be left at garbage/recycle bins. They are yours, dispose of them as any other residence would be expected to do. Items left, when tracked back to your unit will be charged back at significant rates. The items are yours – YOU remove from site or pay to have it removed.
- Parking/stopping vehicle used in your move: Do not block fire/emergency lanes. Once vehicle is offloaded move it to visitor parking. The timelines on visitor parking are enforced. Visitor parking spots are monitored – ensure an Ayre & Oxford representative has license plate numbers or vehicle description so your moving related vehicle(s) are recognized. ALL other vehicles are to be in your parking stall or parked in accordance with the Condominium Association's posted visitor parking rules.
- Return of key/return of security deposit – contact the same Ayre & Oxford representative who provided the key. Unless arrangements are specifically made, the expectation is that the keys are 'out' for 24 hours or less.

Mainstreet Commonwealth Community Board Rules

1. Only one posting per unit at a time, on a sheet no larger than a standard A4 page (8.8/11")
 - You may post multiple items on the at one sheet
2. Postings must be dated and taken down or renewed every two weeks
3. All postings must have contact information, including name and phone number (Unit number/Email optional)
4. You may NOT promote any service (including non-commercial) whether it's by means of providing a link or other. Furthermore, solicitations are prohibited on this Board.
 - You may post inquiring for assistance with the aforementioned. Ex. "Help Wanted: Seeking experienced tile installer, please contact X"
5. Please use the provided tacks – NO STAPLES/TAPE
6. Your post may overhang the bottom of the board, but not the sides
7. DO NOT post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or otherwise violates any law



For questions or concerns, please contact Ayre & Oxford at

780-448-4984 or submit a general inquiry via the CondoGenie
“Contact” tab

Appendix: Forms and Additional Information

Table of Contents

- **Forms**
 - Rental Forms
 - Notice of Intention to Rent/Lease
 - Tenant Receipt of Bylaws Form
 - Cease to Rent
 - Contact Information Form
 - Alberta Treasury Branch Pre-Authorized Chequing - Authorization for Debit Transfer
 - Owner Authorization to Receive Notices and Other Information by Email
 - Application for Pet Approval
 - Unit Alteration/ Renovation Application (note: page one and two required for a complete submission)
 - Move In - Move Out Form
 - Building Water Shut Down Approval (form)
 - Property Resident Complaint Form
- **Additional Information:**
 - CCI Condo Owners Insurance Notice Insurance Poster 2019-12-18

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NOTICE OF INTENTION TO RENT/LEASE **Commonwealth Mainstreet Condo Corporation #062 4966**

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.
8. Attached is a cheque for the rental deposit in the amount of \$1000.00.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

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Attachments: Rental Lease Agreement & Certified Cheque

Tenant Receipt of Bylaws Form

To: Board of Directors: **Commonwealth Mainstreet Condo Corporation #062 4966**

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 and Welcome Package, for review.

I / We _____ agree to undertake the Bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

Note specific Rules and regulations apply to:

Pets

Rental Units

Move in Fees

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Cease to Rent Commonwealth Mainstreet

To: Board of Directors: Commonwealth Mainstreet

Unit #: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

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.

☐

I/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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Commonwealth Mainstreet Contact Information

Suite No.: _____

OWNER INFORMATION

Owner Name: _____

Address: _____

SEND MAIL TO CONDO ADDRESS? Circle YES or NO -If you circled no, please enter mailing address below

Address: _____

_____ Province _____ Postal Code _____

Primary Phone No.: _____ Secondary Phone No.: _____

E-mail: _____

****Anti-Spam Email Legislation Consent:** By providing my email address I am granting permission for Ayre & Oxford Inc. to email me for communication purposes related to the property. To remove consent, please notify our office requesting removal of your email from our system.**

Emergency Contact/Agent: _____

Emergency contact daytime phone: _____ Evening phone: _____

OWNER OCCUPIED UNIT Please circle YES or NO (if you circled no please complete the section below)

RESIDENT INFORMATION, (if different from Owner):

Name(s): _____

Daytime phone: _____ Evening phone: _____

CARS OWNED OR USED BY OWNER/RESIDENTS which are parked at or near the condominium:

Car #1.

Parking stall location & number: _____

Make: _____ Model: _____

Color: _____ License Plate Number: _____

Car #2.

Parking stall location & number: _____

Make: _____ Model: _____

Color: _____ License Plate Number: _____

Signature: _____ **Date:** _____

The information requested is for our records only. In order to ensure confidentiality to all occupants, site staff has been instructed not to provide personal information contained in our files. **Once completed, please sign and return the form attention contact info provided on the letter head.**

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Commonwealth Mainstreet 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 24th 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.)

Signature: _____ Witness: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

Please fill in this form and email it to receivables@ayreoxford.com Thank you.

AYRE & OXFORD INC.

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Owner Authorization to Receive Notices and Other Information by Email

I/We, _____ the Owner(s) of the following Unit(s)

(print legal and/or municipal unit description(s))

expressly authorize Ayre & Oxford Inc., operating as the Management Company for the "Corporation", to send any notice or correspondence required under the Bylaws, the Condominium Property Act, The Condominium Property Regulation, Court Process or as may otherwise be direction by the Board of Directors, to me/us at the email address listed below.

It is further acknowledged that I/we will check the email address periodically. Neither the Corporation nor its Board of Directors is responsible for Spam filter settings or any other problems (electronic or otherwise) resulting in an email not being received or read by me/us. It is my responsibility to update the Corporation if my email address changes.

Email Address:

Owner: _____ Date: _____

Owner: _____ Date: _____

Note: If there is more than one person on title, a signature and/or email is required for each person.

If a unit is owned by a Corporation/Business, an individual authorized by the Corporation/Business must sign on behalf of the Corporation/Business.

Please note: By consenting to receive email communication from our office, you will no longer receive hard copies of Corporation Documentation, effective July 1st, 2019.

Signatures

Once filled out, please send this form to: admin3@ayreoxford.com or to the contact on the letterhead.

For Office use:

Legal Unit _____ Date received _____

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APPLICATION FOR PET APPROVAL Commonwealth Mainstreet

In accordance with The Owners: Condominium Plan No. **062 4966** By-law 3.3.1, approval for a cat or dog is required in writing from the Board. Please complete this application for the cat or dog residing in your Unit and return to the Condominium Office. **The number on the municipal license (city of Edmonton) and a recent photograph of the pet in the application must be attached before approval will be granted.** (Note: height restriction is in place, adult height will not exceed fifteen (15) inches at the shoulder (3.3.1.1.1)).

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 3.3.1.
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 tied to any part of the Common Property, including posts, trees, shrubs, fences or signs.
7. No animal shall be allowed to create noise or disturb other residents in any way.
8. No animal shall be left unattended while on Common Property or exclusive use areas.
9. All pets must be properly controlled (leashed or caged) at all times while on Common Property.
10. Owners are responsible for the proper disposal of PET WASTE. All waste is to be removed immediately from Common Property and exclusive use areas.
11. No more than 1 pet per household will be approved by the Condo Corporation.
12. **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: _____

Office Use: Approval sign off

SIGNED THIS _____ DAY OF _____, 20____, Signature: _____
(Property Manager)

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Commonwealth Mainstreet Unit Alteration/Renovation Application (Page 1 and 2 required)

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

DESCRIPTION OF PROJECT(S) – Exterior: (Deck, Fence, Sun/Screen room, 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: _____

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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)

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Commonwealth Mainstreet **Move In – Move Out Form**

Property: Commonwealth Mainstreet

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, there are no additional fee charges, weekend rates are \$60 per event.
2. A deposit of \$100.00 has been made to Management in the form of a cheque submitted with this form.
3. 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.
4. 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.
5. We acknowledge that no doors are to be propped open and unattended including the elevator vestibule doors.
6. 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.
7. 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	_____	_____
	Provided	Returned
		(If no \$30 charge each)
f) Elevator key and door wedges	LI Yes LI No	LI Yes LI No

Notes: _____

Prior to Move: Signed this _____ day of _____, 20 ____ in the presence of Commonwealth Mainstreet Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

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

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

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Commonwealth Mainstreet #062 4966 Building Water Shut Down Approval Form

Property: Commonwealth Mainstreet, 11218 80 Street

Suite No: _____

Owner Address: _____

Owner Name: _____

Tenant Name: _____

I/We _____, as owner of the unit _____ in Commonwealth Mainstreet, hereby declare that in requesting a water shut down for my suite, I accept responsibility to have a zone valve installed in my own unit to ensure that I no longer will be required to impact the Corporation for my individual plumbing needs.

Furthermore, I/we agree that I/we understand that the Bylaws of Commonwealth Mainstreet Condominium does specify that the ongoing maintenance and care of these valves and all the plumbing in my suite is solely the responsibility of the owner of the unit.

I/we acknowledge that I/we am required to have all unit alterations approved in advance by the Board, and for any plumbing alterations I/we agree that I/we have received the applicable permit from the City of Edmonton in advance of commencing with the work. In the event that a resident not on title for this unit is assisting to carry out this work, I/we as owner verify that I have followed up in writing providing the Corporation permission to liaise with this individual, and take responsibility as an owner to ensure that all actions required of me by the Corporation are carried through to completion.

I/we hereby agree that I/we have also met the following criteria:

1. A reservation of the elevator was made through the maintenance coordinator or by contacting the office of Ayre & Oxford Inc, coordinating this work in regular business hours from Monday to Friday.
2. \$200 has been provided to the Corporation via cash or cheque, and I/we understand this is non-refundable.
3. The Booking was made with sufficient notice to provide 48 hours for all neighboring units to take advantage of the water shut-down scheduled.
4. I/we have attached the Board's approval for this unit alteration as well as the applicable City Permit.
5. I/we have a professional contractor confirmed to complete this work in the time scheduled, and accept that should any scheduling issues occur, I/we may be held responsible any additional costs that may be incurred should a second booking be required.

I/we confirm that I/we accept all liability for the work about to commence in my/our suite, and all accept that I/we are responsible should the above actions not have been completed after the shutdown.

I/we confirm that I have submitted this form to the Corporation prior to the shut-down, through Management as of the date provided below:

Signed this _____ day of _____, 20 ____ .

x _____
Owner

x _____
Corporation Agent & Title

x _____
Owner

x _____
Date Funds Received

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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:

1ST COMPLAINT

2ND COMPLAINT

3RD COMPLAINT

4TH COMPLAINT

NOTES: _____

