

**AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

# Clareview Station/Junction

## **Welcome** ***to your new home at Clareview Station/Junction***

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.



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

- Book the elevator two weeks in advance by contacting Admin at the office of Ayre & Oxford Inc. at 780-448-4984 ext. 353
- Bookings are only between the hours of 9am and 8pm in consideration of other residents. Elevator booking can be arranged between 9:00am to 8:00pm. No afterhours moving in or out. This cuts down on undue noise in the evenings as there are residents that have young children and those that retire early as they need to get up early.
- Elevators held open without a key cause major repair issue; therefore, if you are found holding open the door, **you will be charged** for the elevator company inspection and any resulting repairs required. These repairs have been known to be **in excess of \$500.00.**
- Do not leave any doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors and the parkade overhead door.

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

- No driving on the grass or moving through patios on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors.
- Any damages incurred will be the responsibility of the unit owner.

### **Additional New Owner Information**

- Intercom programming changes: Contact Admin at [admin1@ayreoxford.com](mailto:admin1@ayreoxford.com)
- Additional fobs can be purchased from the office of Ayre & Oxford Inc. Office for a fee of **\$30.00.**

### **Operation of the intercom**

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

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

### **Emergency Procedures**

#### **Fire:**

The Condominium is constructed of fire-resistant materials. Fire-resistant walls deter the spread of fire from one suite to another. However, no building is 100% fire proof. The building has a fire alarm system that will alert the whole building when it is activated manually. You must know the location of and how to operate the fire alarm "pull stations".

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

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

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

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

### **Evacuating - Assistance Required**

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

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

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- Wait at a window and signal for help with a flashlight or light coloured cloth.

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

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

Alert everyone in the suite.

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

### **Storage**

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

### **Laundry and Dishwashing Equipment**

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

### **General Safety Reminders**

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

### **Power Emergencies**

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

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### **Insurance**

It is mandatory that all owners and tenants if renting have proper condo insurance. \$1,000,000 third party liability must be purchased in accordance with the Corporations Bylaws.

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.

### **Utilities**

**As Owners of your unit, you are responsible for the power** please contact the respective utility company in order to make connection arrangements.

### **Garbage**

We strongly encourage everyone to recycle and please be reminded:

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

### **BBQ's**

All barbeques must be a minimum of 3 feet away from the building opening as set out by STANDATA. Propane bottles must be transferred through the stairwell and are not permitted in the elevators or units at any time. Charcoal BBQ's are strictly prohibited.

### **Bulletin Board Etiquette**

The mailbox area of each building has a bulletin board for communication to owners and any information posted should be respected. Please refrain from writing comments on existing postings.



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### **Maintaining Your Home**

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

### **Pet Applications**

All pet applications are to be approved by the Board of Directors on a case-by-case basis. Unless a Unit sale is involved pet applications are to wait to be reviewed until the next scheduled Board meeting.

### **Air Conditioners**

An air conditioner can make your condo livable. Keep in mind that no AC units are allowed to protrude from a window. Models that exhaust through a hose are fine. Keep the filters clean for improved cooling and make sure that the drip tray collects any condensation.

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

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

**Please note: Repairs due to freeze ups and any resulting damages will be charged to the unit owner responsible if it is found they were negligent.**

***Clareview Station & Junction***  
**Contact Information Update Form**

How would you like to receive your Condominium Correspondence?

EMAIL ONLY ☐

MAIL ONLY ☐

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

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

**OWNER INFORMATION**

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

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

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

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

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

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

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

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

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

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

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

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

**Car #1.**

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

**Car #2.**

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

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

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

**Once completed, please sign and return the form to [admin1@ayreoxford.com](mailto:admin1@ayreoxford.com), or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.**

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***Clareview Station/Junction***  
**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 Clareview Station/Junction, 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 Clareview Station/Junction c/o Ayre & Oxford Inc. and to be bound by this authorization until Clareview Station/Junction c/o Ayre & Oxford Inc. has had reasonable time to act on the notice. Clareview Station/Junction, Ayre & Oxford Inc. and/or ATB may terminate this authorization by providing me with ten (ten) days notice. I undertake to inform Clareview Station/Junction c/o Ayre & Oxford Inc. within ten (10) days of any changes to branch, account and institution number while this authorization is in effect.

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

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

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

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

Please send completed form to: [receivables@ayreoxford.com](mailto:receivables@ayreoxford.com)

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



***Clareview Station/Junction***  
Unit Alteration/Renovation Application

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

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

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

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

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

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

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**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

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

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**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.)

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

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

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

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

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**PET REGISTRATION**

The Owners: **Clareview Station Junction Condominium**

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

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

I hereby request permission to keep in the aforementioned described condominium unit a pet of the following description. **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**:

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

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

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

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

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

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

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

Municipal License # \_\_\_\_\_ Tag # \_\_\_\_\_

In consideration of this permission being granted I agree:

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

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

Per Pet Owner \_\_\_\_\_  
Signature

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .Per: \_\_\_\_\_ (Property Manager)  
on behalf of The Owners: Clareview Station & Junction Condominium

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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)

**NOTICE OF INTENTION TO RENT/LEASE**  
**Clareview Station/Junction Condo Corporation**

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 deposit (one month's rent) in the amount of \$1000.00 or one-month's rent which is ever greater and \$150 move in fee if applicable Yes\_\_\_\_, or No\_\_\_\_.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

\_\_\_\_\_

\_\_\_\_\_

Attachments: Rental Lease Agreement & Certified Cheque

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**Tenants Receipt of Bylaws – Clareview Station/Junction**

To: Board of Directors: *Clareview Station/Junction* 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 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

Parkade Door Etiquette

All of the above information can be referenced in the Welcome Package

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**Cease to Rent – Clareview Station/Junction**

To: Board of Directors: *Clareview Station/Junction* Condominium

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.

☐ 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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**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_