



# Pebble Creek

## **Welcome** *to your new home at Pebble Creek*

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**  
Suite 203, 13455 -114 Avenue NW  
Edmonton AB, T5M 2E2

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

**SENIOR CONDOMINIUM MANAGER, ASSOCIATE:**  
**Sandra Hoffman**  
E-mail: [sandra@ayreoxford.com](mailto:sandra@ayreoxford.com)  
780-448-4984 Ext. 351

**ADMINISTRATIVE ASSISTANT:**  
E-mail: [admin7@ayreoxford.com](mailto:admin7@ayreoxford.com)

**MAINTENANCE STAFF**  
**Sean Fredeen**

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

## **General Building information**

### **1. Move in / out Etiquette:**

- a. **No driving on the grass or moving through patios.**
- b. Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner.

### **Thinking of selling?**

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

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

All 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. So be sure to have your bylaws and keep your AGM information in a handy spot!

### **2. Emergencies:**

- a. If there is a police, fire, or medical emergency, call **911**.
- b. Report incidents requiring immediate action to the 24 hr emergency line 780-499-8424
- c. Non emergency reports should be made to Property Management the following business day for record purposes.

### **3. Noise and disturbance:**

Daily living and its associated noises are expected and suggested to remain from 8am 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 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 details as possible.

### **4. Renovations and Repairs:**

- a. Construction in units is to be between 9 am to 6 pm weekends and statutory holidays.
- 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".
- e. No large items from renovations are allowed to be put into the dumpsters. These large items are the responsibility of the Owner and should be taken to an Eco Station or Dump.

### **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 business which requires public attendance in the building.

**6. Heating:**

It is the owner / residents responsibility to inspect their furnaces. Each unit must look after their furnace, hot water tank and plumbing fixtures.

Furnaces should be inspected annually. Hot water tanks- owners are liable for damages should the tank or fixtures leak inside your unit and damage common property. Plumbing connections- Should be visually inspected for leaks and repaired as necessary.

**Furnaces:** Change your furnace filters.

Did you know Atco gas will inspect your furnace and other gas appliances for free once per year?

Contact ATCO Gas Customer Assistance Centre.

Edmonton - (780) 424-5222

Monday to Friday: 7 a.m. to 7 p.m. (closed on statutory holidays)

**Hot water tanks:** After consulting your hot water tank owner's manual, carefully test the temperature and pressure relief valve to ensure it is not stuck. Caution: This test may release hot water that can cause burns. Also, most hot water tanks recommend a schedule for draining the tank to increase the life duration of the tank.

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 that are the result of frozen pipes that burst, or 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.

**7. Pets:**

Pets, including visiting pets require approval of the Board. You will find a pet approval form included in this package. Please also refer to the Corporation bylaws.

**8. 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 these important areas:

- Insurance coverage on your personal property or contents coverage
- Insurance coverage for personal liability
- Sewer back up
- Contingent insurance
- Insurance on Betterments, or improvements
- Loss assessment (coverage for the corporations deductible should it be assessed back to them)

If the unit is rented to tenants, the owner should carry a condo package that also covers tenant liability; the tenant must carry a tenants' policy.

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. Provide your insurance agent with a copy of the Corporation bylaws and the current Corporation insurance certificate for reference.

## **Guidelines for enjoyment and use of Common Areas**

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

Signs cannot be placed on the common property or surrounding grounds of Pebble Creek. A for sale sign is allowed in the window. Rental signage is not allowed. Realty signs are permitted on the realty trees, located at the entrances.

**2. Rental Units:**

If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental and provide details of the tenants. You will find a notification form attached for your reference. Should you rent out your unit and that proper paperwork has not been provided the Board may fine the unit.

**3. Balconies/Patios:**

Balconies are considered common areas. They must be kept clean of junk not appropriate for this area. No storage of garbage etc. 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. 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 :**

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:**

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.

# **AYRE & OXFORD INC.**

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

## **Pebble Creek 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 to [admin7@ayreoxford.com](mailto:admin7@ayreoxford.com) , or via the contact info provided on the letter head.**

**PET REGISTRATION**

The Owners: Condominium Plan No. 792 2774, Pebble Creek Condominiums

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

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

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

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

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

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

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

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

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

In consideration of this permission being granted I agree:

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

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

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

Permission to maintain the above described animal, subject to Section 58 of the Condominium Bylaws and aforementioned conditions, is hereby granted.

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

Per: \_\_\_\_\_ (Property Manager)

On behalf of The Owners: Condominium Plan No. 792 2774, Pebble Creek.

**Pebble Creek Condominiums Plan No. 792 2774**

**NOTICE OF INTENTION TO RENT/LEASE**

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

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

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

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

\_\_\_\_\_

4. I/We undertake to pay the Condominium Corporation a tenant's deposit in the amount of \$1000 or the equivalent of 1 months' rent, whichever is the lesser, to indemnify it against any damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee.

5. Notice of move in and move out must be notified two weeks in advance

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

7. I/We have fully explained to the prospective tenant/lessee the provisions of Sections 53 to 57 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

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

9. Attached is a cheque for the deposit in the amount of **\$1000.00.**

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

\_\_\_\_\_

\_\_\_\_\_

**AYRE & OXFORD INC.**

Professional Real Estate Management

Accredited Management Organization®(AMO®)

To: Board of Directors Pebble Creek Condominium

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

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

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

I / We [THE TENANTS]

\_\_\_\_\_ have received a copy of the Corporation Bylaws for Pebble Creek Condominium Plan No. 792 2774 for review.

I / We [THE TENANTS]

\_\_\_\_\_ agree to undertake the bylaws of the Corporation.

Date: \_\_\_\_\_

Signature: Owner \_\_\_\_\_

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

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

**AYRE & OXFORD INC.**

Professional Real Estate Management

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**Pebble Creek – Unit Alteration/Renovation Application**

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

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

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

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

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

**DESCRIPTION OF PROJECT(S) –**  
\_\_\_\_\_  
\_\_\_\_\_

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):**  
\_\_\_\_\_  
\_\_\_\_\_**Dimensions, Specifications:**(Attach a detailed sketch or drawing of the project showing dimensions, including proximity to adjoining properties. If interior enhancements involve structural changes, an engineer's report may be required.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Contractor(s) or persons responsible for construction and contact numbers:** \_\_\_\_\_  
\_\_\_\_\_**Estimated completion date of project(s):****NOTE:** owner(s) accepts responsibility for timely completion of construction project  
\_\_\_\_\_  
\_\_\_\_\_**Units that may be affected and/or impacted by construction:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **AYRE & OXFORD INC.**

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

I/we, \_\_\_\_\_, as homeowner(s) of Unit \_\_\_\_\_, accept all responsibility for construction and associated costs including permits as well as any/all related maintenance of these projects. I/We also accept full liability for any and all damages caused as a result of the failure of any electrical, plumbing and/or structural components changed during the course of the renovation. All items to be discarded as a result of the renovations will be handled by the homeowner, and will not be discarded on-site in or by the Corporations garbage bins.

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

**ADVISORY:** Buildings constructed prior to 1990 may have used building products containing asbestos. This was very common in many products. Please exercise caution when renovating. More information about asbestos and the products containing asbestos can be obtained at: <http://environment.gov.ab.ca/info/library/7635.pdf>

### **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)

**Pebble Creek Condominium**  
**Unit Alteration/Renovation Application ~ Alteration Materials Specifications**

This notice will confirm the Board of Directors decision to approve your request to adjust the unit or common area as follows:

INSTALLATION OF \_\_\_\_\_

ON LEGAL UNIT #\_\_\_\_\_, CONDOMINIUM CORP \_\_\_\_\_ EDMONTON, ALBERTA.

**Specifications as Follows:**

IF the installation is flooring: Please refer to the following page.

IF the installation is electrical fixtures: permits and professional trades must be used

Exterior walling alterations: the impacts on insulation or exterior sheathing are accounted for.

Plumbing/Dishwashing changes: permits and only qualified plumbers will be permitted

**This decision will stand as long as all of the following conditions are met:**

- The work is to be completed during normal working hours (8:00 a.m. to 6:00 p.m. Mon to Fri), and will not be conducted on balcony space or other common areas, as applicable.
- Understand that this is considered replacement of the builders' grade; therefore this will be considered a betterment, or improvement, **not covered by the Corporation insurance policy.** The owner's personal insurance covers this.
- It will be the home owner's responsibility to pay for any future damages that may occur due to the above adjustment.
- It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
- Any estoppel certificate issued on this property will have an exception to these adjustments as common area.
- Although this area is no longer considered common area, it must be maintained as to the standards of all other common areas of this project.
- Failure to comply with any of the above points or failure to sign and return one copy of this form to the Property Manager will result in this request being denied.
- Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
- All building permits are responsibility of home owner not the condominium board.

You are responsible to ensure that any additional noise caused by the alteration does not disturb neighboring units.

If you agree with all of the above conditions, please sign and return one copy of this form to the Board of Directors of Condo Corp. 922 1019 c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Signature of Home Owner

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Corporation or  
Agent

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

**Pebble Creek Condominium  
Floor Covering Specifications**

Floor coverings in the interior of any unit shall not be replaced with less resilient coverings than the pre-existing coverings without the prior consent of the Board. For the purpose of this policy: ceramic tile, marble or the like shall be considered less resilient than vinyl tile, hardwood flooring or the like which shall be considered less resilient than carpeting, carpeting and under pad, or the like.

Where hard floor coverings are allowed by permission of the board, and where they are located in any unit that is above another unit, the floor coverings must be installed using a resilient underlay which has a laboratory tested rating of "Impact Insulation Class" (IIC) of 70 or higher, and a Sound Transmission Class (STC) of 65 or higher.

The floor covering must "float" on the isolated underlay with no fasteners or other bridging through to the structure. For solid hardwood floors and tiles floors, this can be achieved by installing the resilient underlay below the subfloor.

Occupants with hardwood floors topping (hardwood, vinyl, ceramic tile and laminate) must recognize that the floor impact resulting from their activities are more readily transmitted to units below and active steps to limit the noise of these impacts must be taken. Please note: the under pad requirement must have a Impact Insulation Class (IIC) of 70 or higher and a Sound Transmission Class (STC) OF 65 or higher.

# **AYRE & OXFORD INC.**

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## **PEBBLE CREEK COMPLAINT FORM**

Date: \_\_\_\_\_

Resident's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Suite #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Describe, in detail, the nature of the complaint (include names, times, dates, details if possible.)

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\_\_\_\_\_  
**Signature(s)**

Email to: [admin7@ayreoxford.com](mailto:admin7@ayreoxford.com)

# **AYRE & OXFORD INC.**

Professional Real Estate Management  
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## **Pebble Creek**

### **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**

- |                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. New Pre Authorized Plan for Ayre &amp; Oxford Inc.? YES NO</li><li>2. Bank Information Change (If Applicable)? YES NO</li><li>3. Are you authorizing any outstanding balance to be withdrawn from your account along with your monthly fees? YES NO INITIALS _____</li></ol> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

**Ayre & Oxford Inc.**

**#203, 13455 - 114 Avenue**

**Edmonton, Alberta T5M 2E2 Telephone: (780) 448-4984**

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

Financial Institution Name \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

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

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

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

Commencement Date: \_\_\_\_\_ 1, 20\_\_\_\_ **(We must receive this form by the 23<sup>rd</sup> of the month before the commencement date.)**

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_ 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.**