



Casselman Landing

Welcome to your new home at Casselman Landing

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 Condominium Manager for your property. Please also ensure you have read and understand the Corporation Bylaws. It would be a good idea to keep this package handy for contact and information purposes.

Key Resident Contact Information

Ayre & Oxford Inc

Suite 203, 13455 -114 Ave NW

Edmonton AB, T5M 2E2

Ph: 780.448.4984 ~ Fax: 780.448.7297

Danika Litke- Condominium Manager

Ext. 324 ~ Email: danika@ayreoxford.com

Ash Chandra – Administrative Assistant

Ext. 316 ~ Email: ash@ayreoxford.com

**After-hours Maintenance Emergency line:
780.499.8424**

AYRE & OXFORD INC.

Professional Real Estate Management

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1. Move in/ Out Etiquette:

1. Please pay close attention to balconies with moving trucks. Damages resulting from vehicles/trucks are charged backed to the unit owner.
2. No driving on the grass.
3. Any other 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 incidents occurring after business hours requiring immediate action to the after-hours emergency staff.
- c. Non emergency reports should be made in writing to your Property Manager 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 11pm. Outside of this timeframe should be quiet hours.

Complaint Procedure:

- Notify Property Management of the complaint in writing, noting as much detail as possible, including dates, times, type of noise, and pictures if applicable.

Report to: Ayre & Oxford Inc.:

Danika Litke, Condominium Manager: danika@ayreoxford.com

Ash Chandra, Administrative Assistant: ash@ayreoxford.com

- If the complaint is for noise after 11:00pm, in addition to reporting the occurrence to the Property Management, report it to the police during the occurrence. Police reports can be used to substantiate complaints should further action be required to rectify the issue and can also result in additional City Bylaw fines.
- **The police non-emergency phone number is 780-423-4567.**

Types of Common Complaints:

- Late night/early morning exterior noise, which carries from yards and balconies.
- Offensive or inappropriate language use.
- Music and loud base.
- Dogs barking or other animal noises.
- Garage / yard or balcony parties.
- Parties indoors with windows open during late nights.

Board of Directors Action:

- Complaint #1. First letter (a letter of warning) is issued, stipulating fine for next complaint.
- Complaint #2. Second warning
- Complaint #3. **FINE.**
- Subsequent Complaints: Depending on the nature of the complaint, or alternate action thereafter i.e.; if tenant renting, eviction.

Guidelines for enjoyment and use of Common Areas

1. For Sale/Rent Signage:

For sale/rent signs are permitted to be posted on the realty tree.

Signs that are permitted to be posted on the front door or front window are:

- Security signs
- Fire/Rescue signs

2. Rental Units:

If you 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, along with a bylaw sign off form. You must submit the Owner Update form each time you have a new Tenant. Please note that a deposit of (\$1000.00) or one month's rent, whichever is higher.

3. Balconies and Deck:

- Balconies and decks are considered common areas. They must be kept clean of junk not appropriate for this area. No storage of garbage 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 11:00 pm is frowned upon, keep in mind noise travels and for the comfort of other residents please keep it down.
- **Satellite Dishes or outdoor video surveillance** are not permitted at Casselman Landing.
- **Outdoor Furniture** is permitted on balconies and decks as long as it is in good working condition.
- **Window or Centralized Air Conditioners** are not permitted.
- **Holiday Decorations** must not cause damage and may be displayed one week prior to the seasonal holiday event and must be removed one week after the seasonal holiday event. Winter seasonal decorations are permitted from November 1st to January 31st.

4. Barbecues:

Only gas and propane BBQs are permitted to be on decks and balconies. No other fuel systems are permitted, ie smokers.

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 City 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 to the Owners.
 - ❌ Balconies and decks are not to be used for garbage storage or storage of any items. Bottles or cans are to be stored within the unit at all times.
- If you see a resident or vehicle dumping garbage or large pieces of furniture beside the bins, please report the date, time, items dumped, and license plate to Ayre & Oxford, as these persons can be charged back the costs incurred by the Corporation for clean-up. This will save all Owners from sharing the costs.

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6. Renovations:

- No exterior renovations are permitted to the decks, doors, siding, garages, or landscaping. If you are wanting to install a keypad lock, approval is required from the Board, prior to installation.
- Interior renovations only need approval from the Board when it is including major electrical, structural plumbing, ect.

7. Home based business:

Units or any part of the Common Property cannot be used for any commercial or professional purposes.

8. Drive Lanes:

- The speed limit is 10 kilometers per hour.
- If you see someone speeding, please record his/her license number and call it in to the property manager.
- No parking in the fire lanes or in front of garages.

8. Pets:

Pets require approval of the Board. You will find a pet approval form included in this package. Only one (1) cat or dog is permitted to live within the unit after approval from the Board. Pets are required to follow the bylaws, rules, regulations and policies. For more details, please contact the Property manager.

9. Insurance:

- It is strongly suggested that all owners and tenants have proper condo insurance
- 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 as well as Directors and Officers Liability. This policy does not cover the individual unit owner in these important areas:
 - o Insurance coverage on your personal property or contents coverage
 - o Insurance coverage for personal liability
 - o Sewer backup
 - o Contingent insurance
 - o Insurance on Betterments or improvements
 - o Loss assessment (coverage for the Corporations deductible should it be assessed back to them).
 - o If the unit is rented to tenants, the owner should carry a condo package that also covers tenants' liability and the tenant must carry a tenants' policy
- To protect these important areas, you should purchase a Condominium Unit Owners Policy. This is a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met. Provide your insurance agent with a copy of the Corporation Bylaws and the current Corporation insurance certificate for reference.

10. Window Coverings:

Owners shall use window coverings such as curtains, blinds and drapery. Flags, sheets or other items not intended to be used as window coverings are not permitted. Tinfoil and cardboard are not permit.

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11. Parking Stalls:

- Items are not to be stored within the parking stall and all parking stalls are to be kept reasonably clean and maintained.
- Minor repairs and adjustments on the vehicle are permitted as long as they can be performed within the confines of the parking stall.
- Visitors must park in visitor parking unless otherwise permitted by the Owner of the specific parking stall.
- Vehicle information must be provided to the property management.
- Please be considerate of those parking around you.

Attached Forms:

Contact Information Form

Pre-Authorization Form

Notice of Intention to Lease/Rent Form

Receipt of Bylaws Form

Cease to Rent Form

Unit Alteration Form

Pet Application Form

Email Authorization Form

Complaint Form

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Casselman Landing 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 to: Leah Umphrey, contact info provided on the letter head or leah@ayreoxford.com.

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Casselman Landing 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
3. Are you authorizing any outstanding balance to be withdrawn from your account along with your monthly fees? YES NO INITIALS _____

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

Ayre & Oxford Inc.

#203, 13455 – 114 Avenue

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

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

Financial Institution Name _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No.: _____

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

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

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

Commencement Date: _____ 1, 20____ **(We must receive this form by the 24th of the month before the commencement date.)**

Witness: _____ Signature: _____ Date: _____

Please fill in and return to receivables@ayreoxford.com . Thank you.

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

Casselman Landing
NOTICE OF INTENTION TO RENT/LEASE

We, _____ ' as owner(s) of
Unit Number _____, intend to rent/lease the unit to:

(name and address of proposed tenant/lessee)

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.

My/Our address for service of legal process is:

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.

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 bylaws. 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.

I/We have fully explained to the prospective tenant/lessee the provisions of Sections 45 to 47 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

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.

Attached is a cheque for the deposit of (\$250.00) for lease longer than six (6) months or deposit in the amount of (\$1000.00) for six (6) months or less.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Proposed Rental Lease Agreement, signed bylaw received. Tenants' insurance certificate

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Tenants Receipt of Bylaws – Casselman Landing

To: Board of Directors: Casselman Landing

Unit # _____

Address: _____

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

I/We _____
have received a copy of the Corporation bylaws of Casselman Landing Condominiums Plan # 142 4224 for review.

I / We _____ agree to undertake
the bylaws of the Corporation.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

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Cease to Rent Casselman Landing

To: Board of Directors: Casselman Landing

Unit #: _____

I / We _____

Cease to rent the aforementioned suite effective: _____

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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Casselman Landing Unit Alteration/Renovation Application

Date of Application: _____ **Phone #:** _____

Name: _____ **Unit #/Address:** _____

Interior Enhancement (add any betterments to your insurance policy to ensure coverage)

Description of Project(s) – Exterior (if approval for an item attached to the Common Property, the owner will be responsible for the item ie. Keypad, owner is responsible for the door): _____

Interior: Check description ☐ Flooring ☐ Electrical ☐ Plumbing

Describe project in Detail below:

Is a City of Edmonton Permit Required: ☐ **YES** ☐ **NO** (If yes, enclose copy)

List 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:

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:

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**Estimated start to completion
dates:** _____

NOTE: owner(s) accepts responsibility for timely completion of construction project. Please be advised if exterior work is not completed in a reasonable amount of time considered by the Board, the approval of the alteration may be revoked by the Board.

Units that may be affected and/or impacted by construction: _____

Specifications as Follows:

IF the installation is flooring: adequate soundproofing must be provided by the underlay selected.

- If the flooring being installed is an engineered floating floor, the insulation needs to have a FIIC impact rating of a minimum 60 to avoid disturbance to adjacent suites.
- A further recommendation for sound barrier would be an FIIC rating of 80.
- The flooring will be installed with the inclusion of a moisture barrier which is mold / mildew resistant.

IF the installation is regarding fixtures: they match the current standards and voltage.

Plumbing/Dishwashing changes: That this work is conducted by a professional.

If you have any questions about coordinating the work, contact Danika Litke, Condominium Manager.

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

1. The work is to be completed during normal working hours 8:00 a.m. to 6:00 p.m. Monday to Friday, and will not be conducted on balcony space or other common areas, as applicable.
2. Understand that this may be considered replacement of the builders' grade; therefore this will be considered betterment, or improvement is covered by the Corporation insurance policy. Be sure to complete and submit the betterment and improvement form from the welcome package.
3. It will be the home owner's responsibility to pay for any future damages that may occur due to the above adjustment.
4. It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
5. 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.
6. Failure to comply with any of the above points or failure to sign and return one copy of this form to the Board will result in this request being denied.
7. Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
8. All building permits are responsibility of home owner not the Condominium Corporation.
9. 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 these forms to Ayre & Oxford Inc for the Board of Directors of Condo Corp. **142 4224** to review. Your project will be able to commence once this form is signed and returned.

Casselman Landing

#203, 13455 – 114 Avenue NW Edmonton AB T5M 2E2

Telephone (780) 448-4984 • Fax (780) 448-7297

www.ayreoxford.com

Unit Alteration/Renovation Application – Third Parties Agreement

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)

Casselman Landing

APPLICATION FOR PET APPROVAL

In accordance with the Board of Directors approval for a cat or dog is required. Please complete this application for the cat or dog residing in your Unit and return to the Condominium Office. A copy of the municipal license (city of Edmonton) and a recent photograph of the pet in the application must be attached before approval will be granted. **NOTE:** A size restriction is in effect. All pets must receive conditional pet approval & be registered with the Board.

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 (when full grown): _____ Weight: _____
Age: __ Vaccinated? Circle Y or N 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 62 (b) ii.
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. **I/We** agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.

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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. It is the Owner's responsibility to remove pet feces from common areas and exclusive use areas immediately.

Per Unit Owner _____

Per Unit Owner _____

SIGNED THIS DAY OF _____, 20__. **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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Registration for Marijuana Plants

In accordance with the legislation with the Government of Alberta, the Board of Directors is requesting that all owners register the amount of marijuana plants they are growing within their unit. Please complete this registration regarding the plants within your Unit and return to the Condominium Office. **NOTE:** As per legislation, only 4 plants per household are permitted.

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 # _____

Amount of Plants: _____

Registration number on the seeds/plant at purchase # _____

I/We, the Owner(s) of the above Unit do hereby register as described above and agree to the following terms and conditions:

12. The information provided is accurate. Misrepresentation will result in the withdrawal of approval by the Condominium Corporation.
13. Any and all costs incurred resulting from damages and repair to the Common Property caused by the above described plants shall be the responsibility of the Unit Owner. Resulting legal costs, if any, will be borne by the Unit Owner.
14. **I/We** agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.

In consideration of this permission being granted I agree:

8. That I will pay immediately for any damage done by said plant(s) to the common property or person.
9. 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 plant(s) in my Condominium Unit.
10. 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.

Per Unit Owner _____

Per Unit Owner _____

SIGNED THIS DAY OF , 20__ . Signature: _____

Office to complete the following section

Approved / Denied (Please circle and initial one)

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

AYRE & OXFORD INC.

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Date: _____

Casselman Landing Condominiums

ANTI-SPAM LEGISLATION EMAIL CONSENT / REMOVAL OF CONSENT FORM

Due to some recent changes to Canada's Anti-Spam Legislation, Ayre & Oxford Inc. now requires written consent from Owners in order to be able to communicate via email, effective July 1, 2014.

Please be reminded that Ayre & Oxford Inc. is governed by PIPA (Personal Information Privacy Act) and therefore would never provide your personal information to any third parties, other than what is required by law.

For more information on the changes please visit <http://fightspam.gc.ca>

EMAIL CONSENT

I/we _____,
Owners of Unit # _____ at Casselman Landing hereby give my/our permission to Ayre
& Oxford Inc. to use my/our below noted email address(es) for communication purposes related to
Condominium matters.

REMOVAL OF CONSENT

I/we _____,
Owners of Unit # _____ at Casselman Landing hereby REMOVE my/our permission to
Ayre & Oxford Inc. to use my/our below noted email address(es) for communication purposes related to
Condominium matters

Email Address

Email Address

Signature

Signature

Please note: All formal legal notices will remain distributed by letter mail via Canada Post or other mail carrier services.

Please return this form to Ayre & Oxford Inc. via one of the following methods:

Mail/In Person: #203, 13455 – 114 Avenue NW Edmonton AB T5M 2E2

Email: leah@ayreoxford.com

Fax: 780-448-7297

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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: _____

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