



Vita Estates

Welcome

to your new home at Vita Estates

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

Edmonton AB, T5M 2E2

Ph: 780.448.4984 ~ Fax: 780.448-7297

PROPERTY MANAGER:

Amanda Edwards

E-mail aedwards@ayreoxford.com

780-448-4984 Ext. 349

ADMINISTRATIVE ASSISTANT:

Carrie Laliberte

E-mail carrie@ayreoxford.com

780-448-4984 Ext. 334

MAINTENANCE STAFF

Rob Grue

780-669-3256

AFTER HOURS EMERGENCIES

780-499-8424

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General Building information

1. Move-in / Out Etiquette:

- **Elevators must be booked one week in advance by contacting the office@ 780-448-4984 ext 315.**
- Arrange with site staff to get ELEVATOR PADS and SERVICE KEY. A **deposit in the amount of \$100.00** is required for the elevator key, which will be refunded upon return of the key. Please note this must be in the form of a cheque, as on site staff 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 rocks are used and the cost of repairs will be charged back to your suite or to your landlord and paid from your damage deposit.
- Elevator service key – use common sense and show reasonableness when using. This infers you have items at elevator ready to load before you use the key and when you reach your destination floor you immediately offload and release the elevator.
- Sharp objects: ensure corners are padded or taped, bed frames are wrapped etc – damage to the elevators is your responsibility and will be charged back.
- Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner.
- **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 resident 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 them 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- 12 hours. Bylaw enforcement tickets vehicles in violation. Visitor Parking spots are monitored – ensure 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 Associations posted visitor parking rules.
- When taking a break during the move please secure the door - when you are finished moving please ensure the door is locked
- Return of key/return of security deposit – contact the same Ayre & Oxford representative who provided the key.

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2. Additional information

- a. Suite and mailbox locks and keys are owner responsibilities to replace/maintain.
- b. Intercom programming changes: Call Property Management.
- c. Additional remotes and fobs can be purchased from the Property Management Office for a fee;

Purchase an additional parkade opener for (\$50)

4. Emergencies

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

5. Noise and disturbance:

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

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

6. Renovations and Repairs:

- a. Construction in units is to be between 8am 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 "builders' grade".

7. Home based business:

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

Bylaw Sec. 58. (b) (i) b. An Owner shall not: use his Unit or any part thereof for any commercial or professional purpose or for any purpose which may be illegal or injurious to the reputation of the condominium project or for a purpose involving the attendance of the public at such Unit;

8. 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 is considered negligence on the part of the resident or owners of the suite. Amounts up to the Corporation Insurance deductible may be assessed to the owner. Our temperature can change drastically from warm to cold in a hurry.

9. Pets:

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Please be reminded of the bylaws regarding pets at Vita Estates

Bylaw Sec. 58. USE AND OCCUPANCY RESTRICTIONS

(b) An Owner shall not:

(iii) keep or allow any animal, livestock, fowl or pet of any kind (other than small birds or one (1) large bird kept at all times in a cage, fish kept in an aquarium (aquarium to be a size and volume to be approved by the Board) or a domestic dog or cat not heavier than fifteen (15) kilograms or assistance dogs trained to lead handicapped individuals or otherwise specifically approved by the Board) at any time to be in his Unit or on the Common Property without the specific approval in writing of the Board, which approval the Board may arbitrarily withhold and may, if given, be withdrawn at any time on seven (7) days' notice to that effect. All dogs approved must be hand leashed and kept under control at all times. Notwithstanding anything contained in this by-law 58, the Board shall be entitled to approve, withhold and withdraw any approval of a pet and require said pet to be removed from the Parcel;

All pets which are dogs or cats must be hand leashed and kept under control and in the custody of a responsible person at all times who shall not allow such pets to befoul or defecate on any Common Property of the Parcel. Any municipal by-law in effect in the City of Edmonton with regard to any pets whatsoever at any point in time shall have effect within the Common Property and municipal officers are hereby authorized and are permitted to enforce City By-Laws on the Units and the Common Property;

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.

10. Windows

Heat reflecting window film may be installed on windows, provided it is a **minimum R25 rating**. Note* A unit alteration form must be submitted to the office for all renovations.

11. Insurance :

It is recommended 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. This policy does not cover the individual unit owner in three 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 is a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met.

12. Leasing of Units

The rental policy affects all rental units at Vita Estates Condominiums effective immediately. Please be aware of Sec. 51.:

In the event that any Owner desires to lease or rent his Unit he shall furnish to the Corporation an undertaking, in a form satisfactory to the Corporation, signed by the proposed lessee or occupant, that the proposed lessee or occupant of the Unit will comply with the provisions of the Act and the By-Laws of the Corporation. The Owner shall not be released of any of his obligations and shall be jointly and severally liable with the proposed lessee or occupancy with respect to such obligations.

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The Corporation is authorized to:

- a. Impose and collect deposits under Section 44 of the Act;
- b. give notices to give up possession of residential Units under Section 45 of the Act;
- c. make applications to the court under Section 46 and 47 of the Act.

Thinking of selling?

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

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

All of these documents have been provided to owners in the past. By law you only have to make these available for VIEWING (by appointment at Ayre & Oxford), however, to speed up the sales process, most sellers keep a copy of the documents handy. Please remember that if you need this documentation reproduced there is a fee which can be \$300-\$400 depending on the needs of the buyer. So be sure to have your bylaws and keep your AGM information in a handy spot!

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GUIDELINES FOR ENJOYMENT AND USE OF COMMON AREAS

Please observe the 15k speed limit on all Condominium Property

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.

3. Garbage:

- ❌ 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 or in stairwells.

4. Security:

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

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

Visitor Parking

Visitor parking is for “visitors” only.

Effective Date: April 1st, 2018: The strict enforcement of the parking rules and regulations will begin. Diamond Parking Service Ltd. is authorized by laws of contract to issues Violations, and/or Tow at the owner's expense, any Vehicle in violation of the Community Parking Rules.

Fines Charged:

- Any vehicle tagged with a parking violation will be fined \$52.50 to be paid within 15 days. After 15 days the violation increases to \$105.
- Any vehicle towed will be charged to the owner of the vehicle and will be subject to the going tow rate based on size and type of vehicle.
- All unpaid violations will remain in the overdue database; Diamond Parking reserves the right to tow any vehicle found on the property with any overdue violations.

If there are any problems, please contact Amanda with Ayre & Oxford inc. direct at 780-448-4984.

Visitor Parking – Way to Register

- Online as below:
 - **Browser:** <http://kiosk.myparknow.com>
 - **Organization:** DPC

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- **Username: C295**
 - **Password: VitaestatesC295***
- If you are unable to register your guest via the online system, please contact Mike.Kozmak@diamondparking.com or at 780-481-4600 extension 504 for further information as to how to register your guest.

IMPORTANT: It is the resident's responsibility to ensure their visitors are registered.

Failure to register your guest vehicle information can and will result in a parking violation and may end up by getting the vehicle towed at the owner's expense.

IMPORTANT NOTE AND REMINDER, the visitor parking stalls are for visitors ONLY and visitors are allowed to park up to 10 times each month. Upon the 11th registration each month, the visitor is considered an unauthorized parker and will be subject to ticket and/or tow regardless of being registered or not. Residents are strictly prohibited from parking in visitor parking. If The Board, Community Manager or Diamond Parking Service receives knowledge that a known resident is parking in visitor parking, they will be subject to ticket/tow regardless if they are registered or not.

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Vita Estates 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 *Carrie Laliberte*, contact info provided on the letter head.

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Vita Estates Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer

Suite No.: _____ Building # _____

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

- | |
|--|
| <p>1. New Pre Authorized Plan for Ayre & Oxford Inc.? YES NO</p> <p>2. Bank Information Change (If Applicable)? YES NO</p> <p>3. Are you authorizing any outstanding balance to be withdrawn from your account along with your monthly fees? YES NO INITIALS _____</p> |
|--|

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 23rd of the month before the commencement date.)**

Witness: _____ Signature: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

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PET REGISTRATION

The Owners: **Vita Estates**

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: _____

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

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 onto 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 _____

Per Pet Owner _____

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: Vita Estates Condominiums

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Vita Estates Move In – Move Out Form

Property: Vita Estates
Suite No: _____
Address: 18126/18122 – 77 Street, Edmonton AB
Owner Name: _____
Owner Phone Number: _____
Tenant Name: _____
Tenant Phone Number: _____
Moving Company (if applicable): _____

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.
2. Elevator booking can be arranged for a maximum of **2 hours** between 9:00 AM to 8:00 PM Monday - Saturday. 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.
3. Our reservation is held within the hours of _____ on _____, 20__ 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 lobby doors and the parkade overhead door. Breach of such policy will result in a fine of \$250.
6. We have provided a \$100.00 deposit via cheque made payable to "Vita Estates Condominiums" and acknowledge receipt of the elevator key, which is to be returned no later than the next business day or the deposit will be cashed.
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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Flooring clean and clear of damage	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Elevator clear of scratches	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Time move began	_____	
e) Time move was completed	_____	

Notes: _____

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

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

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

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

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NOTICE OF INTENTION TO RENT/LEASE **Vita Estates Condo Corporation #162 3022**

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 in the amount of \$1000.00.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Rental Lease Agreement & Certified Cheque

Appendix #1. Rental Policies/Regulation
Vita Estates Condo Corporation #162 3022

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 Vita Estates 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** and is to accompany the Notice of Intention to Rent form. Deposits are kept in a separate trust account for the duration of the unit being rented. To request a deposit refund, fill out the Cease to rent form.
3. **Move in and out procedures are strictly enforced.**
4. Tenants/Lessees will be required to sign an undertaking in agreement to be bound by the bylaws, rules, regulations and rental policies of **Vita Estates Condominium Corporation #162 3022**
5. Ensure contact information is kept up to date for Owner and occupants.
6. As per the Corporations Bylaws Sec. 58.(b) An Owner shall not:
 - iv. use or permit the use of his Unit other than as a single family dwelling or for a purpose other than for residential purposes;
 - v. permit his Unit to be occupied as a place of residence by more than seven (7) persons (whether adult or minor) at any given time without the consent in writing of the Board.
7. 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.
8. 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.

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Cease to Rent Vita Estates

To: Board of Directors: Vita Estates

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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Vita Estates

Unit Alteration/Renovation Application

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

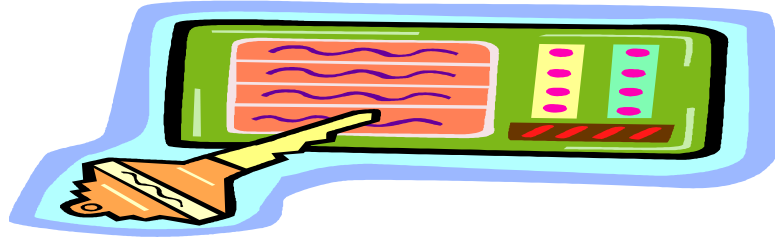
Board members concerns and/or any related conditions of approval OR denial and reason for denial:

Approved / Denied (Please circle and initial one)

Dated this _____ day of _____, 20____,

(Property Manager)

Intercom Update Vita Estates Condominiums



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

The system works by using a 4 digit number assigned to your suite which has to be entered by your guest which activates your home telephone or your cell phone. You may then allow your guest access to the building by pressing “9” on your phone pad.

To activate your Intercom we require the telephone or cellular number you wish to use along with your name or “Occupied” to be displayed.

Please fill out the following information and return it to carrie@ayreoxford.com or to the office at:

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

****Can only be hooked up to one (1) local number.**

Unit # _____
Owner/Tenant Name(s) _____
Name Displayed or “Occupied” _____
Phone Number _____
Date to be changed _____

Unit Owner Maintenance Responsibilities

Balcony / Patio Standards:

1. Balconies must be kept free of garbage and household items except for barbeques and appropriate outdoor furniture.
2. Christmas decorations are only permitted from November 1 to March 1.
3. Balconies may not be used for storage or hanging laundry.
4. Balconies must not contain anything that is unsightly, offensive, or that reduces the general attractiveness of the area.

Window, Patio Door, and Door Standards:

1. Windows

- a. Foil, blankets, signs, sheets, flags, boards, cardboard, and window coverings containing logos, pictures, or words in any language are not allowed.
- b. Ornaments or objects that, at the sole discretion of the Condo Corp Board, are unsightly or offensive must not be placed where they are visible through windows or doors.
- c. Windows may not be painted.
- d. Window coverings must be white or off white on the exterior.
- e. Windows must be kept free of damage.

2. **Patio Doors:** All the same standards apply to patio doors as apply to windows.

3. Doors:

- a. New locksets must be the same color, finish, and style as the original locksets.
- b. Doors must be kept clean and free of damage.

Remedies: If a unit owner fails to maintain his unit or balcony according to the above standards then the following will occur:

1. Fines will be levied by the Condo Corporation at their discretion
2. The condo corporation, at their discretion, will bring the unit up to the required standard and will charge the cost of the maintenance and repairs back to the unit owner.