



Dear Unit Owner(s),

**RE: Rented Condominium Unit(s)**

If you currently or intend to rent your condominium unit, please note the following;

As required by the Condominium Act, and property insurance, owners renting their unit must:

- complete and sign the *Condominium Tenant Notification* form when entering into a tenancy agreement
- have the tenant complete and sign the *Tenant Acknowledgement and Agreement* form
- return both forms to Imperial Properties
- inform Imperial Properties when there is a change or termination of tenancy
- inform your insurance company there is a tenancy in the unit

A condominium corporation may collect a levy from unit owners who rent or lease their units, and that the levy is subject to the requirements of the Condominium Act and the By-laws.

**If you prefer, these forms can also be completed online at:**

[www.imperialproperties.ca/forms](http://www.imperialproperties.ca/forms)

Yours sincerely,

Imperial Properties Corp.

*enclosures*

- *Condominium Tenant Notification (Form 1 of 2)*
- *Condominium Tenant Acknowledgement and Agreement (Form 2 of 2)*
- *Property Management for Condominium Rentals by Imperial Properties (optional)*

# CONDOMINIUM TENANT NOTIFICATION

TO BE COMPLETED BY THE OWNER

\_\_\_\_\_  
Name of Condominium Corporation

**This is to notify you that a Tenancy Agreement has been entered into for:**

\_\_\_\_\_  
Unit Number and Address of Rented Property

**List All Tenant(s):**

Full Name	Phone	E-mail
1. _____	_____	_____
2. _____	_____	_____

**I/We, as the owner(s), have provided the tenants with a copy of the By-laws, and all Rules & Regulations of the Condominium Corporation. I/We acknowledge that, the Condominium Corporation may take action (including redirection of rent; written notice of a contravention (breach); and notice of termination) if the Condominium Act, By-laws and Rules & Regulations are not followed.**

**I/We, as the owner(s), acknowledge that, a levy may be imposed by the Condominium Corporation on owners for their rented units, and that the levy is subject to the requirements of the Condominium Act and the By-laws.**

**I/We, as the owner(s), acknowledge that, as required by the Condominium Act, I/we will advise you in writing if the tenancy agreement is terminated.**

Owner name(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email(s): \_\_\_\_\_

Alternate Mailing Address (if applicable): \_\_\_\_\_

Owner(s) signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CONDOMINIUM TENANT ACKNOWLEDGEMENT AND AGREEMENT

TO BE COMPLETED BY THE TENANT

\_\_\_\_\_  
Name of Condominium Corporation

\_\_\_\_\_  
Unit Number and Address of Rented Property

**List All Tenant(s):**

Full Name	Phone	E-mail
1. _____	_____	_____
2. _____	_____	_____

**In The Event of an Emergency, Please Contact: (Non-Resident)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to tenant(s): \_\_\_\_\_

**I/We, as the tenant(s), acknowledge receipt of a copy of the By-laws and all Rules & Regulations of the Condominium Corporation.**

**I/We, as the tenant(s), covenant that the member(s) of my/our household, and my/our guests from time to time, will, in using the unit rented by me/us and the common elements, comply with the Condominium Act, By-laws, and all Rules & Regulations of the Condominium Corporation, during the term of my/our tenancy.**

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Property Management for Condominium Rentals

by Imperial Properties - *Experience hassle free real estate investment!*

Peace of mind is the greatest benefit we offer to our condominium owners. We are committed to providing you, the condominium owner, with the best possible services at an affordable price. Our comprehensive marketing strategy, cutting-edge accounting system, and streamlined business processes put us light years ahead of the competition. Below are some of the services you can depend on us to handle:

- **Condominium Act & By-law Compliance:** We take care of it.
- **Finding Tenants:** When your condominium is vacant, we will advertise it immediately
- **Credit and Rental Screening:** Imperial requires each potential tenant to complete an application. We follow up with a thorough background check to verify employment, rental history, credit, and court registry history. We go through this rigorous screening process to ensure we are placing the best possible tenant in your condominium.
- **Timely Owner Cheques:** As rent payments come in, you won't have to wait for your rental income. Our automated systems provide our tenants with the ability to pay their rent through pre-authorized debit. We give you the choice to receive your money through direct deposit or by cheque.
- **On-line Access to Accounting and Financial Reporting:** Imperials property management system is web-based. We provide our property owners with on-line access to view their financial statements that show monies collected and any disbursements that have been made. We can provide numerous reports including tenant rental histories, condominium rental histories, and profit and loss statements. Our system provides you, the owner, with access to the information you need when you need it.
- **Maintenance Coordination:** In addition to saving you money, Imperial provides high quality and timely maintenance on your condominium. Our preferred vendor relationships can reduce the amount time you spend waiting for work to begin. We complete maintenance work requests fast.
- **Periodic Property Inspections:** Imperial periodically performs thorough inspections of your rental unit, both inside and outside. This ensures that your condominium is being properly cared for and that the tenants are adhering to the terms of the lease.
- **Eviction Processing:** We follow proven and standard practices when it comes to collecting rent. Our property managers are knowledgeable in provincial and local property management laws. If rents are not paid on time, we initiate the legal steps necessary to collect rents and/or evict tenants.

We are confident you will be satisfied with our range of property management services. Our business model and operational procedures are unique and unsurpassed by anyone in the property management industry. We invite you to see how Imperial can turn your condominium rentals into prosperity.

**For details including pricing visit [www.imperialproperties.ca/condominium-rentals](http://www.imperialproperties.ca/condominium-rentals)**