



Kay Four Quarterly

A Quarterly Newsletter Published by Kay Four Properties Inc.

July 2019

Overcrowding and Illegal Occupants

All people living in a suite must be named on your lease. People over 18 years of age must be listed as a tenant and people under 18 years of age listed as occupants. If someone has moved in with you, you must notify the office immediately. This is a requirement that we and you must follow and is in accordance with the Residential Tenancies Act.

Kay Four Properties also follows Canadian National Occupancy Standards, which means that a one-bedroom suite can have a maximum of 3 residents / occupants and a two-bedroom suite can have a maximum of 5 residents / occupants. If at any time you have more people living in your suite than these maximums, or people who we have not been informed of or approved for tenancy, you are in violation of your lease.

Exceptions may be made for temporary visitors. If you are expecting a guest to stay for more than one night please contact your property manager in advance to avoid any potential lease violations.

Our Team

Many of you may not be familiar with the team at Kay Four Properties. The following is a list of staff who work out of the head office:

Reception:	Christine
Leasing Coordinator:	Lynn
Administrative Assistant:	April
Accounting Assistant:	Sol
Property Managers:	Trish & Shawnda
Painting Contractor:	Peter
Flooring Installer:	Rob

Our Senior Property and Maintenance Manager is Murray. He can be contacted for maintenance concerns.

Our maintenance staff are Lyle, Mario, Myles, Nelson and Volodymyr.

Please feel free to call or e-mail our office with any questions. Most inquiries can be answered by the person answering the phone but they may direct more complex questions to a property manager.

Contacting you / Going More Green

Our office is trying to become more green. That is very difficult for leases but many of the documents we send you, including this newsletter and your annual receipt for rents paid, can easily be sent via email.

Please provide our office with your preferred e-mail address and we will then be able to save many trees by sharing many documents with you electronically.

You can notify us by emailing your name, suite, and preferred e-mail address to info@kayfour.ca.

We appreciate your co-operation as does the planet earth.

Air Conditioner Outlets

Our office receives calls from tenants whose air conditioner keeps blowing its breaker. Our maintenance staff often attends only to find finds that there are other items plugged into the same power outlet.

Air conditioners require their own power outlet. Please do not plug anything else into the same outlet as the air conditioner, even temporarily.

Proper use of keys

Every year we repair/replace broken locks on entrance doors, often because the cylinder has been damaged by improper use of keys.

The doors should always be pulled open by their handles, never by a key. Lock cylinders are meant only for the insertion and turning of keys. Pulling the door with them damages the cylinders.

We appreciate your cooperation which will also help to keep maintenance costs lower.

Coming Soon

Keep your eyes open for the release of our tenant handbook. This handbook, in development for more than a year will contain lots of useful information and resources for you, our customers.

We will be in touch shortly about delivery of this book which will be available in electronic and paper form.

Reporting Maintenance Issues

It is extremely important to report any repairs that need to be done as soon as they are noticed. Small problems can become big problems very quickly and we want to ensure that your suite and building are kept in good repair.

We encourage you to report any maintenance issues to your resident manager or to our office using one of the methods listed below.

- You can email repair requests to info@kayfour.ca or to repairs@kayfour.ca at any time of day or night.
- You can visit our website at www.kayfour.ca and click "Maintenance Request" in the "Tenants" menu which will open up a repair request form that gets delivered electronically to our office.
- You can call our office Monday to Friday from 8:30 am to 4:30 pm. Our maintenance manager or receptionist will be happy to take your information.
- We have an after hours telephone answering machine. You can leave messages at any time of day or night at 204-339-0461.

We make every attempt to investigate concerns within two business days.

If maintenance staff have not attended your suite within two business days, please re-contact our office.

More Winners

The following lucky tenants have won tickets to Winnipeg Goldeyes games. We purchase tickets to Goldeyes games as part of our commitment to support local community organizations.

T Emmerson & S Kyweriga	C Matic & A Matic	L Nelson
IN & C Rodriguez	A & S Kanderski	M Bettencourt
D & N Marinas	A Grewal & H Grewal	M Andruniak
E Hagen	J Thordarson & A Bird	R Kaur
J Wymenga & E Wymenga	A Taran & C Taran	X Oze
E Manabat & Y Manabat	A & E & D Villa Del Rey	D Ehnes
J Jereco & C De Castro		

