



Welcome to your new home!

The following is a summary of information that you will require during your residency at "Nature's Walk". Your

**STRATA AGENT** is: Eliege (Ellie) Beaulieu

Your **STRATA PLAN** number is: EPS 4187

### **STRATA FEES**

The monthly strata fee payment is due on or before the first day of each month. If you wish to enrol in the automatic debit system (pre-authorized payment) complete the attached application and return it with a voided cheque to our office. If you are paying by cheque, please ensure that your cheque is made payable to:

**"Strata Plan EPS 4187", (please clearly identify your unit and strata lot number on your cheque),** the same applies when forwarding to our office a series of post-dated cheques.

### **INSURANCE**

Your Strata Corporation is insured with BFL Insurance, complete with liability, earthquake, fire and flood coverage. Please feel free to contact them at (604) 669-9600 to discuss concerns you may have regarding insurance. **You should ensure that you obtain adequate coverage for your personal possessions and home contents, as well as liability insurance to provide coverage against claims by others.** These types of insurance can generally be obtained in a "Condominium Homeowners Package" policy. If you presently have some form of coverage we suggest that you have your agent contact the strata corporations insurance agent to ensure that there are no gaps, deficiencies or overlaps between the two policies. (Please see attachment titled Personal Insurance Requirements for more information)

### **GENERAL INFORMATION**

Please complete the attached Owner Information Sheet and return it to our office. **We request that you update your contact information as soon as possible in case of a building emergency.**

If you have purchased your unit for use as a rental property, and if the Strata Corporation permits such use of the unit (refer to Bylaws), then you are required to fill out a Form K "Notice of Tenant's Responsibilities", as required under Section 146 of the Strata Property Act of B.C., and return it to Ascent Real Estate Management Corporation. A new Form K is required for each change of tenancy.

### **PROPERTY MANAGEMENT SERVICES**

Our business hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. and you can contact us at **(604) 431-1800** between those hours. After hours the 24-hour **emergency** number is **(604) 293-2459**. We request that you have your Strata Plan and Strata Lot number handy when calling as this will assist us in processing your call efficiently. An after-hours emergency is fire, flood, or threat to the building security or an equipment breakdown.

We hope you enjoy living in your new home and wish to assure you that we are here to assist you.

# What is Strata Management?

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## What is a Strata Corporation?

A Strata Corporation is a legal entity created under the *Strata Property Act* (Act) with all of the powers of a natural person who has full capacity. This means that it can sue others, be sued by others, create bylaws for the community, enter into contracts with others, and hire employees.

The owners of the strata lots in the legal Strata Plan are members of the Strata Corporation under the name "The Owners, Strata Plan ....". The registered strata plan will show the individually and commonly owned components of the building(s) and/or land.

- Individually owned components are referred to as "strata lots"; and
- Strata Corporation owned components are referred to as "common property".
- Common Property that is for the exclusive use of a strata lot or Types of Strata Lots, is referred to as Limited Common Property. These are usually patios/balconies, but may be other areas as well.

The Strata Corporation is responsible for managing and maintaining the common property and assets of the Strata Corporation for the benefit of all of its owners. The specific obligations of the Strata Corporation are the responsibility of the Strata Council, with some of the duties being delegated to agents or employees which it hires. The Strata Council still exercises all powers and duties of the Strata Corporation. Additionally, the Strata Council's obligations which are imposed by the Act and Regulations must benefit the Strata Corporation as a whole.

## What is a Strata Lot?

The legal description of a condominium unit is a "strata lot" which together with all the other strata lots comprises the "Strata Corporation." The common boundary of a strata lot with respect to any other adjoining strata lot (or with common property), is the center below an adjoining floor, between an adjoining wall or ceiling unless otherwise stated on the final strata plan. Anything beyond these boundaries either forms part of another strata lot or is the Strata Corporation's common property, or "limited common property" for a particular strata lot. Limited Common Property is Common Property set out for the exclusive use of an individual strata lot. Owners are responsible for maintaining and repairing their strata lot.

Sometimes damage may occur to the interior of a strata lot that results from either another strata lot, or common property. It is imperative that all strata lot owners carry adequate insurance to cover damage to their strata lot, upgrades/betterments, and to personal belongings. This is because damage to the interior of a strata lot will only be repaired by a Strata Corporation if the damage exceeds the Strata Corporation insurance deductible. Regardless of the cause of damage, or who is at fault. If below the deductible, the Strata Corporation will not be involved in repairing damage. In addition, if an issue arises in a strata lot that causes damage to another strata lot or common property, that strata lot owner will be required to pay for the damage, or the deductible if a Claim is initiated. It is therefore imperative for all strata lot owners to carry "Deductible" coverage on their homeowner's policies

## **What are Strata Fees?**

Each year, an annual operating budget is prepared together by the Strata Manager and the Strata Council. Subsequently, the budget is submitted to the owners for approval at the AGM. The budget is to provide the necessary funding for regular administration, maintenance and all other annual operating requirements essential to maintaining the common property of the Strata Corporation during the ensuing fiscal period. In addition, an amount is included in the budget for contribution to the Contingency Reserve Fund, (as required by the Act), for the purpose of funding non-annual expenses and/or emergencies. If there is not enough in the CRF to fund projects, owners will be requested to pay for these repairs via a "Special Levy" (based upon their unit entitlement). Should there be a possible shortfall in the annual operating budget, it may be necessary to request the approval of a Special Levy from all unit owners at a General Meeting of the owners. To avoid these, it is best for owners to approve an adequately funded operating budget and annual contribution to the CRF.

The budget containing the operating expenses and the CRF, is funded by the collection of strata fees from all of the strata lot owners, (monthly strata fee). The amount of the payment is derived from the annual budget, and is calculated for each unit based upon its "unit entitlement" formula provided in the strata plan in accordance with the Act. Generally, the formula is a calculation of the ratio of square footage (or square meters) of each unit relative to the "gross total" square footage of all the strata lots multiplied by the total unit entitlement. This usually means that larger units pay more and smaller units pay less in fees.

Monthly strata fees are due and payable on the first of each month, for that month. Fees are payable without invoice. Failure of an owner to pay their monthly strata fees, will likely result in late payment fines, a lien being placed against the strata lot, and a Court order to sell the strata lot for serious arrears.

## **What is a Special Levy?**

In addition to the annual operating expenses, there will ongoing Capital Expense maintenance or repairs that are required to common property. As these are not funded by the annual operating budget, it will be necessary for the Strata Council to propose expensing these items to owners at a Special or Annual General Meeting. As stated above, if there are not adequate funds in the CRF for these projects, it will be necessary to request a Special Levy from the owners. Like Strata Fees, Levies are calculated for each unit based upon its "unit entitlement" formula provided in the strata plan in accordance with the Act.

## **What is a Strata Council?**

The Strata Council is a governing body, not unlike that of a small municipality, elected by the strata lot owners of the Strata Corporation at large. Normally, between a minimum of three and a maximum of seven owners are elected each year at the Annual General Meeting, (the maximum number permitted is set out in the bylaws). The elected Strata Council members then select the President, along with the Vice President, Treasurer, Secretary, Privacy Officer and Special Committees (if required).

The primary responsibility of the Strata Council is to administer, manage, and make decisions pertaining to Strata Corporation business, in accordance with the *Strata Property Act*, and the bylaws and rules of the Strata Corporation. In this respect, the Strata Council is responsible for all the affairs and conduct of the Strata Corporation as well as the maintenance and repair of the common property and the common facilities. Some of these duties may be delegated to a Strata Management company. One area that the Council cannot delegate is their duty to make decisions on behalf of the Strata Corporation.

A Strata Council generally has a set number of meetings per year in which they meet formally to conduct the business of the Strata Corporation. The frequency of meetings is determined by the size of the Strata Corporation, the frequency the Strata Manager will be in attendance in accordance with the Agency Agreement, and the time that Council members, (who are volunteers), are able to attend to. The work of the

Strata Council is both rewarding and essential to the well-being of the community. Therefore, the support and co-operation of the other owners is extremely important.

## **What is a Strata Manager?**

We outlined that the Strata Corporation is a small community with a governing Council. With respect to Strata Management, Council delegates some of their duties through an Agency Agreement. Despite some duties being delegated, decision making functions for the Strata Corporation are retained by the Strata Council. A Strata Manager's involvement usually includes all areas of financial management, administrative services, owner communications, facilitating day-to-day operating and maintenance needs, and providing guidance and advice to the Strata Council and inquiring owners on certain policy matters and matters relating to the interpretation of the Act and bylaws. It should be noted that as the Agent for the Strata Corporation, the Strata Manager in no way is responsible for setting policy or taking direction from individual owners. It is the Strata Manager's function to carry out the instructions of the Strata Council.

Part of the Management Company's responsibilities also includes response to emergency situations twenty-four hours a day. This is to avoid the need for owners to contact Strata Council members, (unless deemed absolutely essential), as they may be unable to deal effectively with emergencies depending upon the nature of the emergency.

It should be noted that a Strata Manager has several buildings in his or her portfolio, and handles a great deal of communication and operational work for all of their clients each day. As such, it is impossible for emails or calls to be returned within minutes. A general expectation for owners contacting managers should be that their call or email will be returned within 24 hours, (1 business day). Generally, a response will be received well before that, but depending on what is going on in a portfolio it may take the manager up to 24 hours to reply.

## **What are Bylaws and Rules?**

The Strata Corporation is governed in three primary ways:

- Under the terms of the Strata Property Act and Regulations;
- By the individual bylaws (amendments) passed by the Strata Corporation owners. Bylaws are registered in Land Titles Offices of BC; and

- By Rules adopted by Council, governing use of Common Property. Rules are ratified once by a majority of owners at the following AGM.

Bylaws can only be adopted, amended or added to by "3/4 Vote Resolutions" (approved by 75% of those owners present in person or by proxy and that are eligible to vote) at a General Meeting of all unit owners. If no bylaws have been adopted, Standard Form Bylaws of the Act are deemed to be the basic bylaws for a strata community.

Bylaws apply to any number of items including, but not limited to: pets, parking, exterior appearance, noise levels, exterior or interior alterations, rental restrictions, and other community governance requirements. To ensure harmony within the community, owners are expected to adhere to all bylaws.

## **How Will Repairs be Attended To?**

As we have covered, the Strata Corporation through the Strata Council, is responsible to undertake repairs and maintenance to Common Property. One of the functions of the Strata Council is to make decisions on the necessity of ongoing maintenance and repairs.

The Strata Manager should be advised of any repairs or maintenance that an owner notices, so that the repair request is sent to Council for a decision on whether the repair is necessary in the overall maintenance of the Common Property, or when it can be undertaken. Sometimes, an owner's desired repair or improvement to common property will not be possible right away due to budget constraints, being part of long term planning projects, or the Strata Council may deem that the repair is not necessary to maintain the common property.

Repair and maintenance decisions are made by Council at their next scheduled Council meeting unless Council deems it to be urgent in nature, whereby the decision can't wait for the next meeting. Owners will be notified of the Council decision either in the minutes or by a written response.

In the case of emergencies that may occur in the building or within a strata lot during regular business hours, the general reception line management company should be called immediately and reception will put the call through to someone who can assist. These emergencies would include flood, damage to property, an injury on common property, or equipment failure on common property, (in-suite equipment break down is not cared for by the Strata Corporation or strata manager). If a fire is noticed, the first call should be to 911, followed

by a call to the Strata Manager. For after-hours building emergencies, there is a 24/7 call line for contact. This can also be accessed by calling the general line. It is kindly requested that an owner never send an email or leave a voicemail for a strata manager when there is a building emergency, as it may be several hours before the report is received.

## **How Do I Issue Complaints or Request Approval to Undertake an Alteration in My Strata Lot?**

The Bylaws of the Strata Corporation govern many aspects of common activities in a Strata Corporation. Being a Strata Lot owner is living within a community with others, and all owners in that community live by the same bylaws and rules as one another when it affects others in the community.

There are times however, when a strata lot owner chooses to act outside of the bylaws, creating issues for their neighbours. Most times, strata lot owners are tolerant of the occasional err by their neighbours, given the community nature of a Strata Corporation. There are times though, that an infraction may adversely affect a neighbor, and it's necessary for that neighbor to advise the Strata Council of the infraction. In these instances, the Strata Council makes a decision on whether a bylaw has been contravened. A letter of bylaw infraction will be issued, and sometimes a fine is also needed to address the behavior.

Any complaints must be in writing, and should flow through the Strata Manager. He or she will place on the agenda for the next scheduled Council meeting, for Council to determine the course of action required. Complainants will be notified by either minutes or by a written response, as to the decision of Council regarding the bylaw infraction.

Any owner planning on undertaking alterations to their strata lot, must always submit an approval request to Council, (through the Strata Manager), prior to undertaking the work. The request should be submitted well in advance so there is time for Council to meet and consider the request. Like all business of the Strata, the item will be placed on the agenda for the next scheduled Council meeting. Owners will be notified by either minutes or by a written response, as to the decision of Council regarding the planned alteration.

# **What does the Strata Management Company do for our Strata Corporation?**

As most of the contact occurs between the Strata Management company and the Strata Council, owners are unsure of what Ascent does for our clients. Below is a summary of the services we generally undertake.

Overall, our function is to:

- Promote financial stability for the Strata Corporation;
- Provide competent counsel to Strata Councils to ensure they do not place themselves in a position of liability;
- Assist Council to ensure that the Strata Corporation assets remain visually appealing to current and prospective owners through proactive maintenance and repair programs; and
- Facilitate communication within the Strata Corporation to ensure an informed and satisfied ownership.

## **WHAT WE DO**

The services provided to our clients are summarized below:

### **FINANCIAL – Accounts Receivable**

- Collect monthly strata fees and special levies from all strata lot owners and deposit them to the Strata Corporation's trust accounts.
- Collect overdue accounts and at Council's direction, proceed with additional legal remedies to collect seriously outstanding amounts of the Strata Corporation. Further legal action is followed at the direction of Council.
- Upon direction of the Strata Council, place fines, chargebacks and other penalties.

### **FINANCIAL – Accounts Payable & General**

- Write cheques from the Strata Corporation's Trust account to pay all charges incurred for the maintenance and operation of the Strata Corporation. All invoices are coded to appropriate expense accounts in accordance with the approved budget. Non-recurring invoices are presented to Council for approval before payment is made.



- Maintain records of all receipts and expenditures for the Strata Corporation.
- Submit a monthly financial statement to the Strata Council showing all categorized receipts and disbursements as well as the trust account balance. Provide the Treasurer with copies of all invoices paid during the month.
- For each fiscal year of operation, prepare a recommended working budget draft for the Strata Council showing revenue and expenditures, including a contingency reserve for capital replacements and repairs.

## **ADMINISTRATIVE**

- Maintain all records of the Strata Corporation as required by the Strata Property Act.
- File returns and reports for all employees of the Strata Corporation as required under the Employment Insurance Act, the Federal Income Tax Act, Canada Pension Plan, and Workers' Compensation Act.
- Compile and distribute agendas and supporting documents to either the Strata Council or the Owners, (depending on whether a council meeting or general meeting). Attendance at those meetings is conducted as well.
- Attend council meetings and distribute detailed minutes of the meetings of the Strata Corporation so that all owners are aware of the operations of their complex.
- Receive and deliver to the Strata Council all correspondence from individual strata lot owners, and respond to ownership communication according to instructions received from the Strata Council.
- Prepare introductory materials for each new owner or tenant, and either deliver to the Welcome Committee, (if applicable), or mail to the owner or tenant directly.
- Act as liaison for the Strata Council in dealing with the actions of individual owners who are in contravention of the regulations or bylaws of the Strata Corporation.
- Assist individual Owners in resolving common property issues as they pertain to the Strata Corporation's bylaws, rules and regulations, or maintenance/repairs of Common Property.
- Obtain, analyze and prepare recommendations on quotations for required insurance and act as the Strata Council's representative in negotiating any insurance settlements.
- Negotiate contracts on behalf of the Strata Council for all services or repairs required for the common property, subject to the direction and approval of the Strata Council.
- Prepare Forms for realtors and lawyers pertaining to conveyances of Strata Lots.
- Hire, supervise and pay all employees of the Strata Corporation (salaries, taxes and other expenses are operating expenses of the Strata Corporation) at the direction of the Strata Council.

## OPERATIONS

- Upon direction of the Strata Council, arrange for repairs and maintenance of the common property, including cleaning, painting, decorating, landscape maintenance and repairs, subject to the direction of the Strata Council and at the expense of the Strata Corporation.
- Provide an after-hours call service to facilitate call out for building emergencies.
- Assist council in the planning and implementation of capital expenses and large repairs, (additional administration costs may apply).
- Obtain legal advice on behalf of the Strata Corporation as directed by Council.

## HOUSEKEEPING

- **Furnace Warranty; Filters:** Owners are reminded that the furnace filters must be changed during the course of use to preserve its service of life and the warranty. The furnaces come with a one year warranty and if filters are not changed this could make any warranty claim null and void.
- **Watering:** Owners are reminded that they are responsible for watering any green space in and around their strata lot. This will help preserve the landscape and any applicable warranty.
- **Canada Post Mail Boxes:** Canada Post will not be able to handover keys to the developer, instead the residents are required to go to 20800 Lougheed Highway (Canada Post Main Letter Carrier Depot) and must provide a proof of ownership/lease with a government piece of Photo ID in order to receive their set of three keys.

## PERSONAL INSURANCE REQUIREMENTS

*The Strata Corporation's Insurance Policy is intended for the original building and does not provide sufficient coverage for Unit Owners or Tenants. It is therefore imperative all Unit Owners and Tenants purchase their own Insurance Policy, which should include the following coverages as applicable:*

1. **Contents:** The Strata Corporation's Insurance does not cover your personal belongings in the event of a loss, regardless of the cause. All Owners and Tenants must therefore have their own Personal Insurance Policy for their personal belongings ("Contents") such as furniture, clothing, electronics, etc. Further, in the event there is damage to your unit, your contents may need to be removed during the repair. The Strata Corporation's insurance does not cover the move out or storage cost – this is covered under the Contents provision of your Personal Insurance Policy.
2. **Additional Living Expenses:** You may need alternate accommodations during repairs to your unit, such as hotel or rental unit. In the event of a significant loss, your unit could be uninhabitable for one year or greater. "Additional Living Expenses" are included in a Personal Insurance Policy to cover these out of pocket expenses.
3. **Unit Upgrades:** The Strata Corporation's Insurance does not cover upgrades, whether made by yourself or a previous unit owner. It is therefore imperative you insure any unit upgrades under your Personal Insurance Policy (sometimes known as "Unit Improvements and Betterments"). Examples of upgrades could include hardwood or laminate flooring, and upgraded appliances.
4. **Loss Assessment:** In the event of a Strata Corporation claim resulting from your unit, you will likely be assessed the Strata Corporation's Deductible. Please review the Notice of Annual General Meeting to obtain a copy of the Strata Corporations Insurance policy (Summary of Coverages). You must ensure your Personal Insurance Policy will cover an amount equal to the Strata Corporation's Water Damage Deductible. This is extremely important as the Strata's Water Damage Deductible is often \$10,000.00 or greater.
5. **Unit: Additional Protection:** One component of this extension under a Personal Insurance Policy is to provide coverage in the event the Strata Corporation's Insurance is not effective. This is very important, as there could be damage to your unit, which does not exceed that Strata Corporation's Deductible, and therefore does not trigger the Strata Corporation's Policy. Please ensure your Personal Insurance Policy includes coverage for in suite damages that are under the Strata Corporation's Deductible for which you are responsible.
6. **Earthquakes:** Given the exposure to the lower mainland, we recommend you ensure your Personal Insurance Policy includes coverage for the peril of Earthquake. Some Insurers may offer a specified limit for Earthquake Deductible Coverage, for you unit's assessed portion of the Strata Corporation's Earthquake Deductible. Given the earthquake risk present, the Strata's Earthquake Deductible is high and we encourage "buy back" of the strata's deductible to the maximum amount permitted under your Personal Insurance Policy.
7. **Other – Repairs and Maintenance Within A Strata Lot:** Owners must make sure that they keep everything within their strata lot in good working order and in good condition to prevent a water escape, etc. This includes but is not restricted to dishwashers, washers, refrigerators with icemakers, garburators, toilets, sinks, bathtubs, water filters, hot water tanks, and any copper pipes or taps and fixtures located within the strata lot, or from any alterations done by the Owner or previous owner to the strata lot, etc. Owners should make sure cold and hot water shut off valves work properly and know the location of the valves, and how to operate them.

Owners may wish to consider employing a professional contactor to carry out regular inspections and maintenance of these in suite items.

**NOTE: WE ENCOURAGE ALL OWNERS/TENANTS TO TAKE THIS NOTICE AND REVIEW IT WITH THEIR PERSONAL INSURANCE BROKER TO ENSURE THEY HAVE ADEQUATE COVERAGE. THIS IS VERY IMPORTANT!**



# ASCENT REAL ESTATE MANAGEMENT CORPORATION

## OWNER INFORMATION SHEET

IN ORDER TO MAINTAIN COMPLETE AND UP-TO-DATE INFORMATION, WE ASK THAT YOU PLEASE FILL IN THE FOLLOWING AND RETURN IT TO OUR ADDRESS INDICATED BELOW.

PLEASE NOTE THAT ALL INFORMATION IS KEPT CONFIDENTIAL.

Strata Plan # \_\_\_\_\_ Unit # \_\_\_\_\_ Parking Stall(s) # \_\_\_\_\_  
Building Address \_\_\_\_\_ Storage Locker # \_\_\_\_\_

**Name of REGISTERED OWNER #1**

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_ Phone (mobile) \_\_\_\_\_

**Name of REGISTERED OWNER #2**

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_ Phone (mobile) \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

**Are you:** (please check one)

**Resident Owner?**

☐

**Absentee (Non-Resident) Owner?**

☐

**If you are a Resident Owner,** please give names of other residents in your Unit (for emergency purposes):

Name _____	Relationship: ( child / relative / parent / roommate )
Name _____	Relationship: ( child / relative / parent / roommate )
Name _____	Relationship: ( child / relative / parent / roommate )

**If you are an Absentee Owner,** please give your full address, including Postal Code/Zip Code

\_\_\_\_\_  
\_\_\_\_\_

**If you are an Absentee Owner** and lease or rent your unit, please give your tenant information:

Name #1 \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_ Phone (mobile) \_\_\_\_\_

Name #2 \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_ Phone (mobile) \_\_\_\_\_

**NOTE:** IF YOU ARE NOT RESIDING IN THE BUILDING AND LEASING OR RENTING YOUR UNIT TO A TENANT, THE STRATA PROPERTY ACT OF BC STATES YOU MUST SUBMIT A "**FORM K**"

**Pets residing in the Building** (specify cat/dog/etc & name(s): \_\_\_\_\_

**Vehicles which are parked at the Building:**

Make \_\_\_\_\_ Model \_\_\_\_\_ Colour \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Colour \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_

**Who has your UNIT KEY in case of Building Emergency? (Please DO NOT PUT OWNER/OCCUPANTS/TENANTS)**

Name \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_ Phone (mobile) \_\_\_\_\_

**Who to contact in Building Emergency? (NOT MEDICAL) (Please DO NOT PUT OWNER/OCCUPANTS/TENANTS)**

Name \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_ Phone (mobile) \_\_\_\_\_

**PLEASE RETURN THIS FORM (AND ATTACHED DOCUMENTS IF APPLICABLE) TO:**

**ASCENT REAL ESTATE MANAGEMENT CORPORATION**

**2176 Willingdon Avenue, Burnaby, BC V5C 5Z9 Phone: 604-431-1800 Fax: 604-431-1818 Email: ascent@ascentpm.com**



## ASCENT REAL ESTATE MANAGEMENT CORPORATION

2176 Willingdon Avenue, Burnaby, BC V5C 5Z9

Phone: (604) 431-1800

Fax: (604) 431-1818

Email: ascent@ascentpm.com

Website: www.ascentpm.com

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### PRE-AUTHORIZED PAYMENT PLAN AUTHORIZATION

1. I/We hereby authorize Ascent Real Estate Management Corporation (*Ascent*) on behalf of our Strata Corporation to debit my/our account on the date due, an amount equal to the undersigned's strata lots shares of the total contributes budgeted for the monthly strata fee owing to the Strata Corporation pursuant to the *Strata Property Act* and/or authorized by strata council. The amount of strata fee may be increased or decreased as required to reflect my/our strata lot's share as established by the Strata Corporation from time to time.
2. The account that *Ascent* is authorized to draw upon is indicated on a sample cheque marked "VOID" which is placed on the bottom of this page.
3. I/We undertake to inform *Ascent* immediately, in writing, of any change in the account or other information provided in this authorization. If the account is transferred to another financial institution this authorization becomes null and void on the date of the transfer, and it will be necessary to provide a new authorization to *Ascent*.
4. This authorization may be cancelled at any time upon 30 days written notice to *Ascent*.
5. I/We acknowledge that delivery of this authorization to *Ascent* constitutes delivery by me/us to the above financial institution.
6. I/We warrant that all persons whose signatures are required to sign on the account have signed this agreement below.
7. All pre-authorized payments must be made on the first day of each month. If the pre-authorized application is received in our office later than the 18th of the month, you are required to submit a cheque to pay for the current month plus the following month.

STRATA PLAN # \_\_\_\_\_ STRATA LOT# \_\_\_\_\_

UNIT # \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

SURNAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PLACE "VOID" CHEQUE HERE

***Strata Property Act***  
**FORM K**  
**NOTICE OF TENANT'S RESPONSIBILITIES**  
*(Section 146)*

Strata Plan \_\_\_\_\_ Address \_\_\_\_\_

Unit # \_\_\_\_\_ Strata Lot # \_\_\_\_\_ Locker # \_\_\_\_\_ Parking Stall(s) # \_\_\_\_\_

Name(s) of tenant(s) \_\_\_\_\_

Contact number: \_\_\_\_\_ (home) \_\_\_\_\_ (office) \_\_\_\_\_ (fax)  
\_\_\_\_\_ (cell) \_\_\_\_\_ (email)

Vehicle: Make \_\_\_\_\_ Colour \_\_\_\_\_ Licence Plate # \_\_\_\_\_

Tenancy commencing this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**IMPORTANT NOTICE TO TENANTS:**

- 1 Under the *Strata Property Act*, a tenant in a strata corporation **must** comply with the bylaws and rules of the strata corporation that are in force from time to time (current bylaws and rules attached).
- 2 The current bylaws and rules may be changed by the strata corporation, and if they are changed, the tenant **must** comply with the changed bylaws and rules.
- 3 If a tenant or occupant of the strata lot, or a person visiting the tenant or admitted by the tenant for any reason, contravenes a bylaw or rule, the tenant is responsible and may be subject to penalties, including fines, denial of access to recreational facilities, and if the strata corporation incurs costs for remedying a contravention, payment of those costs.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Name & Address of landlord, or agent of landlord:

\_\_\_\_\_  
Signature of Landlord, or Agent of Landlord

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Signature of Tenant

**OWNER'S MAILING ADDRESS** \_\_\_\_\_

Owner's telephone numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Fax \_\_\_\_\_ Cellular \_\_\_\_\_ E-mail: \_\_\_\_\_

Please remit original to:

**ASCENT REAL ESTATE MANAGEMENT CORPORATION**  
**2176 WILLINGDON AVENUE**  
**BURNABY, BC V5C 5Z9**  
**FAX: (604) 431-1818**