

Clareview Station/Junction

Welcome ***to your new home at Clareview Station/Junction***

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**

Ph: 780.448.4984 ~ Fax: 780.448-7297
AFTER HOURS EMERGENCIES
780-499-8424

PROPERTY MANAGER:
Deanna Chacana
E-mail deanna@ayreoxford.com
780-448-4984 ext. 3050

ADMINISTRATIVE ASSISTANT:
E-mail admin4@ayreoxford.com
780-448-4984 ext. 3190

#501, 4730 Gateway Blvd. NW Edmonton AB T6H 4P1
Phone (780) 448-4984 • Fax (780) 448-7297
www.ayreoxford.com



Welcome Package updated February 13, 2025

Rent Café Website - A unique tool for sharing of information between owners, residents and the Condo board!

The Rent Café website provides unique and interactive features to encourage involvement in our community with timely access to up-to-date condominium news.

- DOCUMENTS – A convenient way to access various condo documents such as: policies, bylaws, forms, and AGM minutes.
- PAYMENTS – You can easily make a onetime payment or set up recurring payments for any charges on account.
- CONTACT – Submit suggestions, maintenance requests, or general inquiries to the Property Manager. If you wish to register, please contact the administrative assistant.

Move-in /Move- Out Etiquette

- Book the elevator two weeks in advance by contacting the administrative assistant at the office of Ayre & Oxford Inc. at 780-448-4984 ext. 3190
- Bookings are only between the hours of 9am and 9pm in consideration of other residents. Elevator booking can be arranged between 9:00am to 9:00pm. 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.
- A Moving Security Deposit of \$200 is to be provided to the Maintenance personnel. Any site damage caused by the move will be deducted from the deposit. A full review of the site will be conducted before the deposit is returned.
- Elevators held open without a key cause major repair issue; 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.**
- Do not leave any doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors.
- No driving on the grass or moving through patios on the 2nd, 3rd and 4th floors.
- **Any damages incurred will be the responsibility of the unit owner.**

Please note* If our on-call staff is contacted in regards to open/unattended doors, the unit responsible will be charged back for this labour expense at the rate of time and a half.

Additional New Owner Information

- Intercom programming changes: Contact admin4@ayreoxford.com
- Additional fobs can be purchased from the office of Ayre & Oxford Inc. Office for a fee of **\$30.00.**

Operation of the intercom

The intercom system provides suite to entrance communication and entry control through your regular telephone service without interference to telephone calls. You can answer the intercom from any telephone in your suite and admit only those persons you know. If you change your phone number, this information needs to be provided to your Management Company in order to complete an update to the system



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- To let the person in dial or press 9 on your phone and then hang up. The entrance door will automatically unlock and your visitor can enter.
- To refuse entry, simply hang up

Emergency Procedures

Fire:

The Condominium is constructed of fire-resistant materials. Fire-resistant walls deter the spread of fire from one suite to another. However, no building is 100% fire proof. The building has a fire alarm system that will alert the whole building when it is activated manually. You must know the location of and how to operate the fire alarm "pull stations".

- The building has three fire-resistant stairways in the 330 building and two fire-resistant stairways in the 320 building that are marked on all floors by EXIT signs. The stairway doors must be kept closed at all times.
- Each floor has an interior water supply with a hose line as well as fire extinguishers. Inexperienced people should not attempt to use these hoses or fire extinguishers.
- In case of emergency or fire, DO NOT PANIC. Follow all instruction and move at a steady pace. Know what you should do and then do it. Keep calm.
- Once you have left the fire area, do not return.

Evacuating - No Assistance Required

If you hear an alarm and are able to evacuate without assistance:

- Stop what you are doing.
- Close all windows and balcony doors.
- Before opening your suite door, lay your hand flat on the surface of the door. If it is cold, feel the door above the handle. If it is also cold, open the door slowly and check the hallway for smoke.
- If you see smoke outside the door, remain in the suite. Close, but do not lock your door. Press wet towels or cloths around the door to seal the cracks.
- Phone 911 and inform the dispatcher of your location and situation. Wait to be rescued in your unit.
- If the exterior hallway is clear of smoke and fire, close your suite door (do not lock it) and proceed to the nearest exit stairway that leads to the main floor lobby. Do not use the elevators - Elevators will not work once the fire alarm is activated.
- Feel the stairway door before you open it. If it is cool and if there is no smoke in the stairway, proceed at a steady, unhurried pace down the stairs.
- If, while descending the stairs, you find you are entering a smoke area, immediately leave the stairway and proceed down an alternate stairway. Remember to check the door for fire first.
- Leave the building. Assemble well away from the building, taking care not to block any of the entrances or impede the work of fire personnel.



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- The Fire Captain may give instructions over the communication system during an alarm if further direction is required. Normally, the communication system is not used.

Evacuating - Assistance Required

If you hear an alarm and require assistance to evacuate, it is the owners' responsibility to advise the fire department of their location.

- Go to a room with an outside window and a telephone, closing all doors between you and the fire.
- If you have a portable phone, keep it with you. Call the fire department to let them know where you are.
- If there is no fire in your area, close all doors and stay put.
- If there is smoke or fire in your area, go to another room with a window and wait.
- Go to a room with an outside window and a telephone, closing all doors between you and the fire.
- Stuff the cracks around the door and cover vents with a cloth to keep out smoke.
- Call the fire department and tell them exactly where you are.
- Wait at a window and signal for help with a flashlight or light coloured cloth.

Note: Any residents that can exit should exit. It will always be safer to remove someone from a fire scene before it turns into a tragedy than after.

What to do in case of fire in your suite.

Alert everyone in the suite.

- Call 911 and inform the operator of your location and whether you need assistance to evacuate.
- Leave your suite. Close but do not lock the door.
- Sound the fire alarm in the hallway.
- If you are able and do not need assistance, leave your floor via the stairway. Do not use an elevator.
- Walk, do not run, to the main entrance.
- Meet the fire officers at the front door, unlock the front door and inform them of the location of the fire.
- If you need assistance, proceed to and enter the stairway shaft, close the door and wait for a fire officer to come and assist you.

Fire Prevention and Safety Tips

- Individual components such as your smoke and carbon monoxide detector are not part of the building system and are not interconnected. All unit owners are responsible for the replacement and upkeep of these items.
- Do not store flammable liquids, propane bottles, magazines or newsprint in your unit or on your balcony.
- Avoid careless smoking. Observe No Smoking areas.
- Avoid unsafe cooking practices. Be careful when deep-frying or fondue cooking.



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- Don't leave appliances such as dishwashers, tumble dryers and washing machines unattended.
- Regular maintenance and cleaning of appliances will help forecast repairs needed and lower the likelihood of unexpected emergencies. This includes but is not limited to cleaning the dryer lint trap, keeping the oven clean by removing food debris, grease, and spills regularly.
- Replace unsafe electrical appliances, frayed extension cords, octopus plugs, etc.
- When vacating your suite for a prolonged period of time; unplug all appliances and turn off all water lines.
- If an owner/resident plans to be absent for any length of time, advise Ayre and Oxford with a contact name and telephone number to avoid forcible entry into the unit in case of an emergency.

Power Emergencies

Every unit has a power panel located in your suite. This panel has all the normal circuit breakers covering electrical outlet, room lighting and appliances. Under normal conditions a malfunction of an appliance may cause a circuit breaker to trip and shut off the power. If there are any other problems in this area, call your electrician.

Insurance

It is mandatory that all owners and tenants if renting have proper condo insurance. \$1,000,000 third party liability must be purchased in accordance with the Corporations Bylaws.

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 two 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 a package designed specifically for this unique type of ownership. Contact your insurance agent to ensure that your needs are adequately met.

Utilities

As Owners of your unit, you are responsible for the power please contact the respective utility company in order to make connection arrangements.

Parking

- Please do not park in the no parking zones. These are emergency access routes. Leaving vehicles unattended blocks access for other residents and for emergency vehicles.



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- Visitor parking is strictly for visitor use only.

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 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 or recycle bags in the hallway, lobby, mailbox area, stairwells or on balconies.
- Please DON'T put recycling or large items into the dumpster. Take them to the proper Eco Station or recycling depot in the city.

Balcony / Patio Standards

- The only items permitted on the balconies are appropriate patio furniture and BBQ's. No bicycles, tires or other interior furniture are permitted to be stored on the balconies.
- All barbeques must be a minimum of 3 feet away from the building opening as set out by STANDATA). The BBQ should be kept away from the siding as it could melt. Any damage to the outside of the building from BBQ's is the responsibility of the owners or residents of the suite.
- Propane bottles must be transferred through the stairwell and are not permitted in the elevators or units at any time. Charcoal BBQs are strictly prohibited.

Mailboxes and Mailbox Lock/Keys

The lobby mailbox system, with the exception of the lock and key, is considered **Common Property** of the Condominium Corporation. Mailbox replacements will be carried out according to the Reserve Fund schedule.

The **mailbox lock and key** are the responsibility of the individual unit owner. Owners requiring repairs or replacements for their mailbox lock or key must arrange for it at their own cost. This can be done independently or by contacting a locksmith.

Bulletin Board Etiquette

The mailbox area of each building has a bulletin board for communication to owners and any information posted should be respected. Please refrain from writing comments on existing postings.

Maintaining Your Home

Condominium ownership means that you are responsible for the space inside your walls. We all need to keep on top of maintenance and watch major items.



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Pet Applications

All pet applications are to be approved by the Board of Directors on a case-by-case basis. Unless a Unit sale is involved pet applications are to wait to be reviewed until the next scheduled Board meeting.

Air Conditioners

An air conditioner can make your condo livable. Keep in mind that no AC units are allowed to protrude from a window. Models that exhaust through a hose are fine. Keep the filters clean for improved cooling and make sure that the drip tray collects any condensation.

For the prevention of potential freeze ups, please take precautionary measures for winter months;

1. Check to ensure your heat is working daily.
2. If you are going to be away for an extended absence beyond 48 hours, ensure someone is checking your suite.
3. Do check your furnace room frequently to ensure the heat is working properly and that there are no leaks.
4. To prevent window frost up:
 - o Ensure your heat can fully circulate through the suite.
 - o Open blinds or heavy curtains to allow air flow.
 - o Move furniture away from windows and patio doors.
 - o Ensure the humidity levels in your suite are not too high.
 - o If you still have ice buildup, install a plastic winter kit to your windows.
5. Keep your thermostat set at a temperature which consistently maintains over 20 degrees in your suite.
6. If you notice something is wrong call Ayre & Oxford for advice, and to report the issue.
7. Ensure common area doors close properly when entering / exiting the building as broken pipes, and / or heat loss costs everyone.
8. If you have not already provided Ayre & Oxford with your contact information, or if you need it updated, please do so immediately. Having an up-to-date list can save you money, as in the event of an emergency, if we cannot reach you, or the occupant, we will contract a lock smith to provide entry.

Please note: Repairs due to freeze ups and any resulting damages will be charged to the unit owner responsible if it is found they were negligent.



Clareview Station & Junction
Contact Information Update Form

How would you like to receive your Condominium Correspondence?

EMAIL ONLY ☐

MAIL ONLY ☐

**** Please ensure that your address filed with Land Titles is kept up-to-date at all times to ensure you receive important Legal documents pertaining to your Property, which will continue to be mailed to the Address registered on Land Title. ****

Suite No.: _____ Building (where applicable): _____

OWNER INFORMATION

Owner Name: _____

Property Address: _____

Mailing Address (if offsite): _____ Prov: _____ Postal Code: _____

Primary Phone No.: _____ Secondary Phone No.: _____

E-mail: _____

Emergency Contact/Agent: _____

Emergency contact primary phone: _____ Secondary phone: _____

TENANT / RESIDENT INFORMATION, (if different from Owner):

Name(s): _____

Daytime phone: _____ Evening phone: _____

Please be reminded that the Owner(s) is/are responsible to ensure the Tenant(s) receive all applicable correspondence.

CARS OWNED OR USED BY OWNER/RESIDENTS parked on Condominium Property:

Car #1.

Parking stall number: _____ Make/Model: _____ Colour: _____ License Plate Number: _____

Car #2.

Parking stall number: _____ Make/Model: _____ Colour: _____ License Plate Number: _____

Signature: _____ **Date:** _____

The information requested above is required as per your Bylaws and the Condominium Property Act. Please ensure you submit a new form with any changes to any of the above information. Changes are accepted in writing only, to ensure no discrepancies.

Once completed, please sign and return the form to admin4@ayreoxford.com, or via fax, regular mail, or drop it off to our office, contact information provided on the letter head.

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Clareview Station & Junction

Alberta Treasury Branch Pre-Authorized Chequing / Authorization for Debit Transfer

Unit #: _____ 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) _____
Email: _____

CIRCLE YES or NO

- | | | |
|--|-----|----|
| 1. New Pre Authorized Plan for Ayre & Oxford Inc.? | YES | NO |
| 2. Bank Information Change (If Applicable)? | YES | NO |

THESE SERVICES ARE FOR:

CHECK ONE:

Personal Use OR Business Use

I, _____; Hereby authorize Alberta Treasury Branch (ATB)
and: Ayre & Oxford Inc., #501, 4730 Gateway Blvd NW; Edmonton, AB T6H 4P1, Telephone: (780) 448-4984

To transfer monies in the amount of the monthly condominium fees from my account at the following location on the 1st of every month or next business day: **Please note outstanding balances CAN NOT be paid through Pre-authorized and must be paid by either cheque/money order or Condo Café.**

Financial Institution Name: _____
Acct No: _____ Transit # (5 digits): _____ Financial Inst # (3 digits): _____
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.

You, the Payor may revoke your authorization at any time in writing subject to providing notice of 10 days. You have certain recourse rights if any debit does not comply with this agreement. You have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your resource rights you may contact your financial institution or visit www.payments.ca

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: _____, 20____ (This form must be received by the 23rd of the month before the commencement date.)

Signature: _____ Signature of Joint Acct Holder (if applicable) _____ Date: _____

Printed Name of Signer: _____ Printed Name of Signer of Joint Acct Holder _____

Please send completed form to receivables@ayreoxford.com

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

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Intercom Update

Clareview Station & Clareview Junction



For your security, Clareview Station & Clareview Junction Condominiums are equipped with an intercom system and all entrance doors to the building are secured.

The system works by dialing your suite number.

Guests enter the code from the directory at the front door, which activates your home telephone or your cell phone.

Press "9" on your phone pad to allow your guest into the building.

To activate your intercom please fill out the following information and return it to admin4@ayreoxford.com or to the office at:

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

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

Building # _____ Unit # _____

Owner Name _____

Tenant Name(s) _____

Display: Name _____ or "Occupied" _____

Phone Number _____



Clareview Station & Junction Move In – Move Out Form

Suite No: _____ Expected Move Date: _____ Please Circle: Move-In / Move-Out

Owner Name: _____ Tenant Name: _____

I/We _____, hereby declare the following move in/move out etiquette are to be followed through the duration of our move.

- Notice of the move has been provided to Ayre & Oxford, and reservation and padding of the elevator was arranged by contacting the maintenance coordinator, or the office of Ayre & Oxford Inc. between Monday and Friday 8am to 4pm.
- Our reservation is held within the hours of 9am and 9pm in consideration of other residents/owners, and we will remain within our scheduled time period.
- A Moving Security Deposit of \$200 is to be provided to the Maintenance personnel. Any site damage caused by the move will be deducted from the deposit. A full review of the site will be conducted before the deposit is returned.
- We acknowledge receipt of the elevator key, which is to be returned immediately upon the completion of the move: cost of \$30/key if not returned.
- 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.
- We acknowledge that no doors are to be propped open and unattended including the elevator vestibule doors and the parkade overhead door. Breach of such policy will result in a fine of \$50.00.
- The common areas were inspected for damages and cleared of all disrepair. Should damages be found during the walk through further to the move, it will be the responsibility of the unit owner, who may in turn charge back the tenant as per their personal agreement to incur the fees of the damages.

Notes:

Prior to Move: Signed this _____ day of _____, 20 ____ in the presence of the Clareview Station & Junction Onsite Maintenance.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

After Move: Signed this _____ day of _____, 20 ____ in the presence of the Clareview Station & Junction Onsite Maintenance.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

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Clareview Station/Junction
Unit Alteration/Renovation Application

Date of Application: _____

NAME: _____

ADDRESS: _____

PHONE: _____

Interior Enhancement: _____

DESCRIPTION OF PROJECT(S) – Exterior: (Deck, Fence, Sun/Screenroom, 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: _____



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)



PET REGISTRATION

The Owners: **Clareview Station Junction Condominium**

Unit Owner: _____

Unit Address: _____

I hereby request permission to keep in the aforementioned described condominium unit a pet of the following description. **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:**

Common Name: _____

Breed: _____

Approximate Size: _____

Color: _____

Age: _____

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

Other Description: _____

Municipal License # _____ Tag # _____

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 or in a carrier/cage 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. Animals are not allowed to defecate and if so it is the Owners responsibility to remove immediately.

Per Unit Owner _____
Signature

Per Pet Owner _____
Signature

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: Clareview Station & Junction Condominium

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NOTICE OF INTENTION TO RENT/LEASE
Clareview Station/Junction Condo Corporation

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 (one month's rent) in the amount of \$1000.00 or one-month's rent which is ever greater and \$150 move in fee if applicable Yes___, or No___.

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

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

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

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Attachments: Rental Lease Agreement & Certified Cheque

Tenants Receipt of Bylaws – Clareview Station/Junction

To: Board of Directors: *Clareview Station/Junction* Condominiums

Unit # _____

Address: _____

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

I / We _____
have received a copy of the Corporation Bylaws and Welcome Package, for review.

I / We _____ agree to undertake the
Bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

Note specific Rules and regulations apply to:

Pets

Rental Units

Move in Fees

All of the above information can be referenced in the Welcome Package

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Cease to Rent – Clareview Station/Junction

To: Board of Directors: *Clareview Station/Junction* Condominium

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.

☐ 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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PROPERTY COMPLAINT FORM

Today's Date:

Complaint submitted by (Owner or Tenant): _____

Full Name: _____

Building: _____

Suite: _____

E-mail address: _____

Phone Number: _____

Complaint against: _____

Building: _____

Suite: _____

Type of complaint (noise, parking, garbage, etc.): _____

Bylaw in breach (insert number(s)):

Date and Time frame of the complaint (if multiple occurrences in one day all dates and time frames must be listed for evidence): _____

If the problem is noise describe it: _____

Other relevant details (example of relevant details is pictures/videos attached to email, police witness statement): _____

You must be registered with Ayre & Oxford to submit the complaint form. We encourage all tenants to first discuss any challenges with the unit owner prior to submission to Ayre & Oxford.

All complaints are reviewed individually for the nature of their priority and further shared to the Board of directors at the next board meeting for further investigation.

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