AYRE & OXFORD INC.

Welcome to your new Home at

Placid Place Condominiums

Welcome Package ~Information ~ Forms

As a new owner, you will find some important information in this package concerning Property Management contacts, move in policies, rental information and pet registration. This document is not meant to replace your bylaws. Please also ensure you have read and understand your Corporation bylaws.

Ayre & Oxford Inc. Property Management
Contact Information
#501, 4730 Gateway Blvd.,
Edmonton, AB T6H 4P1

Ph.: 780-448-4984 ~ Fax: 780-448-7297

CONDOMINIUM MANAGER:
Laila Bonertz
E-mail: laila@ayreoxford.com
780-448-4984 Ext. 3260

ADMINISTRATIVE ASSISTANT:
E-mail: admin6@ayreoxford.com
780-448-4984 Ext. 3570

AFTER HOURS EMERGENCIES

780-499-8424

AYRE & OXFORD INC.

GENERAL BUILDING INFORMATION

Move In / Out Etiquette:

- Book the elevator in advance by contacting Property Management. A key and elevator pads will be supplied to protect the elevator.
- Bookings are only between the hours of 9am and 9pm in consideration of other residents
- A **deposit in the amount of $100.00** is required for the elevator key, which will be refunded immediately. Please note this must be in the form of a check as on-site staff, do not accept cash.
- Elevators held open without a key can 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.
- **Do not leave any doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors and the parkade overhead door.**
- **No driving on the grass or moving through patios.**
- All moving vans are to be parked in front of the building. Please be sure that you are not blocking anyone in.
- Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner.

Additional information

- Suite and mailbox locks/ keys are owner responsibilities to replace / maintain
- Intercom programming changes: submit the enclosed Intercom form to management.
- Additional remotes and keys can be purchased from the Property Management Office for a fee:
    - Purchase an additional parkade opener for ($50.00)
    - Purchase an additional Key ($50.00)

Emergencies

- If there is a police / fire or medical emergency, call **911**
- Report incidents requiring immediate action during after-hours **Call 780-499-8424**
- Non-emergency reports should be made to Property Management the following business day for record purposes.

Noise and disturbance:

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

- Parties or activities beyond 9pm should be conducted with due respect to your neighbors.
- The Board of Directors at Placid Place encourages all residents to speak to their neighbours regarding noise concerns in a calm and respectful manner. This has been effective in dealing with these items and not escalating tensions by involving third parties.
- Owners with complaint regarding excessive party noise or domestic disturbance incidents 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 details as possible.

Renovations and Repairs:

- Construction in units is to be between 8:30 am to 6 pm Monday through Friday and cannot be conducted on statutory holidays, without prior Board permission.
- 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.
- Unapproved renovations are subject to removal at the owners cost.
- If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining "builders' grade".

Home based business:

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

Pets:

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.

Insurance:

It is mandatory that all owners and tenants if renting have proper condo insurance. A copy of the insurance documents must be presented to the management company for their records. 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 these important areas:

- Insurance coverage on your personal property or contents coverage
- Insurance coverage for personal liability
- Sewer back up
- Contingent insurance
- Insurance on Betterments, or improvements
- Loss assessment (coverage for the corporation's deductible should it be assessed back to them)
- If the unit is rented to tenants, the owner should carry a condo package that also covers tenant liability; the tenant must carry a tenant's policy.

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. Provide your insurance agent with a copy of the Corporation bylaws and the current Corporation insurance certificate for reference.

Visitor Parking

The visitor parking policy is in effect as of October 1, 2019 (attached in this package). Each unit was provided one parking pass, please ensure that these are passed along to any new tenants or Owners. The cost for replacement is $25.00.

AYRE & OXFORD INC.

GUIDELINES AND INFORMATION

For sale / rent signage:

For sale signs may only be hung form the brackets provided on the light post in front of the property. Only small tile sized signs are permitted. A for sale sign is not allowed in the window or balcony of the Unit. Rental signage is not allowed.

Rental Units:

If you intend to rent your suite, please notify Ayre & Oxford Inc within 21 days of the Rental and provide details of the tenancy. (Fill out attached forms)

Balconies/Patios:

Balconies/patios are considered common areas. They must be kept clean of junk not appropriate for this area. No storage of garbage etc. allowed. Basically, if it is an eyesore it's not allowed. We want everyone to be able to enjoy their balconies so common courtesy in respect to noise levels is appreciated. If it gets noisy take the party inside and close the sliding door. Loud noise after 9:00 pm is frowned upon, keep in mind noise travels and for the comfort of other residents please keep it down. **Satellite Dishes** must be approved by the Board.

BBQ's:

Propane BBQ's tanks are not allowed to be carried through the elevator. The propane must be carried up the stairs and not by elevator - this is for insurance purposes. 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 with the damage.

BIKES

All bikes must be registered with management and stored on the bike racks in the parkade. Any bikes not registered by will be removed and given away. *Note- bikes are left at owner's risk.*

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 in the hallway, lobby mailbox area garbage or in stairwells.

Security:

The security of the building is relevant to everyone to make sure to avoid allowing strangers into the building.

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

Storage:

Storage lockers are not guaranteed.

- No flammables are to be kept in the storage lockers.
- It is recommended that anything in storage is kept in a water proof container for protection.
- Nothing is to be stored in parking stalls.

Thinking of selling?

Visit www.ayreoxford.com and select the Condo Docs button on the top of the main page to order documents required during a sale. You will also want to ensure any documents received during ownership are retained, to reduce costs during the sale.

Payments

Common Expense Levies (condo fees) can be paid via post-dated cheques or Electronic Funds Transfer. Payment for all other items including but not limited to move fees, fobs and keys, chargebacks, parking, etc. can be paid by cheque made out to:

Placid Place C/O Ayre & Oxford Inc.
#501, 4730 Gateway Blvd
Edmonton, Alberta, T6H 4P1

Please note that any payment that is returned is subject to a $35.00 NSF processing charge, as well as any interest charges as set out in the Corporation Bylaws.

Please see your Facebook page for the latest information: https://www.facebook.com/PlacidPlaceCondo/

AYRE & OXFORD INC.

Placid Place

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 admin6@ayreoxford.com, or via fax, regular mail, or drop-off to our office, contact information provided on the letter head.

Intercom Update
Placid Place Condominium

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

The system works by using a 3-digit number assigned to your suite which has to be entered by your guest, which then activates your home telephone or your cell phone. You may allow your guest access to the building by pressing "9" on your phone pad.

To activate your Intercom we require the telephone **or** cell number ** you wish to use, along with the name to be displayed on the intercom list.

Please fill out the following information and return it to admin6@ayreoxford.com or to the office at:

Ayre & Oxford Inc.
#501, 4730 Gateway Blvd.
Edmonton, AB T6H 4P1
Telephone (780) 448-4984 • Fax (780) 448-7297

May only be hooked up to one (1) local number

Unit #_____

Owner/Tenant Name(s) _____

Display: Name or "Occupied"_____

Phone Number_____

Placid Place

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.; 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

AYRE & OXFORD INC.

APPLICATION FOR PET APPROVAL
Placid Place

In accordance with The Owners: Condominium Plan No. 802 2529 By-law 62 (a) iii approval for cats and dogs is required. Please complete one application for each cat or dog residing in your Unit and return to the Condominium Office. 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. **NOTE:** A height restriction is in effect.

Owner: _____ Unit Address: _____

Home # _____ Work # _____

Mailing Address if Owner lives Off-Site: _____

_____

TO BE COMPLETED BY OWNER/LANDLORD IF UNIT IS RENTED:

Tenant Name(s) _____

Home # _____ Work # _____

Pet Description: Cat (breed): _____ Dog (breed): _____

Sex: ____ Color: _____ Height: _____ Weight: _____ Age: ____ Fixed? Circle Y or N

Are there any other pets residing in the unit currently? Circle Y or N
Is there another pet application in progress for your unit? Circle Y or N

Municipal License # _____ Tag # _____

I/We, the Owner(s) of the above Unit do hereby make application for approval for the pet (cat or dog) as described above and agree to the following terms and conditions:

1. The information provided is accurate. Misrepresentation will result in the withdrawal of approval by the Condominium Corporation.
2. This application references this animal ONLY and will not apply to any other animal residing on the premises, now or in the future.
3. Approval for pets may be withdrawn by the Condominium Corporation, in accordance with By-law 62 (a) iii
4. In the event that the animal described about is under the age of (1) year, **I/We** promise to provide a copy of the municipal license before the animal's first birthday.
5. Any and all costs incurred resulting from damages and repair to the Common Property caused by the above described animal shall be the responsibility of the Unit Owner. Resulting legal costs, if any, will be borne by the Unit Owner.
6. No animal shall be tied to any part of the Common Property, including posts, trees, shrubs, fences or signs.
7. No animal shall be allowed to create noise or disturb other residents in any way.
8. No animal shall be left unattended while on Common Property or exclusive use areas.
9. All pets must be properly controlled (leashed or caged) at all times while on Common Property.
10. Owners are responsible for the proper disposal of PET WASTE. All waste is to be removed immediately from Common Property and exclusive use areas.
11. No more than 1 dog or 1 cat per household will be approved by the Condo Corporation.
12. **I/We** agree to comply with the Condominium By-laws and any rules and regulations set forth by the Condominium Corporation.
13. Aquariums (fish tanks) must be reported to the Corporation.
14. **SIGNED THIS DAY OF 20** **Signature:** _____
    Number Month Owner
15. **SIGNED THIS DAY OF 20** **Signature:** _____
    Number Month Property Manager/ Board Member

AYRE & OXFORD INC.

NOTICE OF INTENTION TO RENT/LEASE

Placid Place Condominium No. 802 2529

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 by laws. 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 - 57of 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.

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

_____ _____
SIGNATURE OF OWNER SIGNATURE OF CO-OWNER

Attachments: Rental Lease Agreement & Certified Cheque

AYRE & OXFORD INC.

TENANT RECEIPT OF BYLAWS
PLACID PLACE

To: Board of Directors: Placid Place Condominium Plan No. 802 2529

Unit # _____
Address: _____

In consideration of the attached application to lease unit #_____ at Placid Place Condominium, please be advised of the following:

I / We [THE TENANTS]

_____

have received a copy of the Corporation Bylaws for Placid Place Condo for review.

I / We [THE TENANTS]

_____ agree to undertake the bylaws of the Corporation.

Date: _____

Signature: _____
Owner/Landlord

Signature: _____
Tenant/Resident

Witness Signature: _____

AYRE & OXFORD INC.

Unit Owner's Cease to Rent Notification
Placid Place

To: Board of Directors: Placid Place Condominium

Unit # _____

Address:_____

I / We_____

Cease to rent the aforementioned suite effective:_____ date.

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

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www.ayreoxford.com

AYRE & OXFORD INC.

PARKING POLICY

Placid Place Condominiums

Auto Rescue will be monitoring Placid Place visitor parking effective **OCTOBER 1, 2019**.

Please note the following:

- Visitor stalls are for visitors only. This will be strictly enforced. Visitor parking is being monitored at random.

- Any vehicles parked in a visitor stall **without** a placard hanging the rearview mirror (suite number must be displayed) **may be towed at the Owner(s) expense.**

- All unit Owner(s) are receiving one (1) "VISITOR" placard that is to be placed in the rearview mirror of any vehicle that will be parked in visitor parking for any amount of time. **If you are an off-site owner, it is your responsibility to share this parking policy with your tenant(s) and provide them with the Visitor placard.** There will be a replacement cost of $25.00 for any lost or stolen placards and will need to be reported to Ayre & Oxford before a replacement is given.

- Visitor parking is 24 hours maximum and motor vehicles parking in Visitor parking for 10 days or more each month are considered to be a "resident".

Please ensure you provide your visitors with the Visitor placard, otherwise they may be towed at the Owners expense.

AYRE & OXFORD INC.

PLACID PLACE
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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AYRE & OXFORD INC.

PLACID PLACE

Unit Alteration/Renovation Application Third Party Agreement

IMPORTANT:

Buildings constructed prior to 1991 may have used construction material containing ASBESTOS. Prior to approval of this Unit Alteration/Renovation application, samples of materials such as drywall tape/mud, ceiling textures and vinyl floor tiles and sheeting must be taken from all intended renovation areas and submitted to a licensed testing facility for evaluation. If results are positive for ASBESTOS content then all required abatement codes and practices must be adhered to as per Alberta's Occupational Health and Safety (OHS) Code and Guidelines.

More information on this may be obtained from https://www.alberta.ca/alberta-asbestos-abatement-manual.aspx**.**

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. All items to be discarded as a result of the renovations will be handled by the homeowner, and will not be discarded on-site in or by the Corporations garbage bins.

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)

This notice will confirm the Board of Directors decision to approve your request to adjust the common area as follows:

INSTALLATION OF _____
ON LEGAL UNIT # ___, CONDOMINIUM CORPORATION #802 2529, EDMONTON, ALBERTA.

Specifications as Follows:
IF the installation is an air conditioner: Installation is allowed insofar as it a residential grade, a low noise unit (Below 75DB), the condensing unit is to be located in the fenced yard, it is professionally installed at no cost to the Condominium Corporation, and the unit owners sign the waiver.
IF the installation is flooring: adequate soundproofing must be provided by the underlay selected.

- If the flooring is a hard surface, a vapour barrier/micro-son underlayment is required to avoid disturbance to adjacent suites.
- A recommendation for sound barrier would be an FIIC rating of 80.
- The flooring will be installed with the inclusion of a moisture barrier which is mold / mildew resistant.

IF the installation is regarding fixtures: they match the current standards and voltage.
Exterior walling alterations: the impacts on insulation or exterior sheathing are accounted for.
Plumbing/Dishwashing changes: That this work is conducted by a professional.
If you have any questions about coordinating the work, contact your Property Manager.

This decision will stand as long as all of the following conditions are met:
1. The work is to be completed during normal working hours (8:30 a.m. to 6:00 p.m. Mon to Fri), and will not be conducted on balcony space or other common areas, as applicable.
2. Understand that this is considered replacement of the builders' grade; therefore this will be considered a betterment, or improvement, **not covered by the Corporation insurance policy**. The owner's personal insurance covers this.
3. It will be the home owner's responsibility to pay for any future damages that may occur due to the above adjustment.
4. It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
5. Any estoppel certificate issued on this property will have an exception to these adjustments as common area.
6. Although this area is no longer considered common area, it must be maintained as to the standards of all other common areas of this project.
7. Failure to comply with any of the above points or failure to sign and return one copy of this form to the Board Manager will result in this request being denied.
8. Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
9. All building permits are responsibility of home owner not the condominium board.
10. You are responsible to ensure that any additional noise caused by the alteration does not disturb neighboring units.
If you agree with all of the above conditions, please sign and return one copy of this form to the Board of Directors of Condo Corp. #802 2529 c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

_____	_____	_____
Address	City, Province	Postal Code
_____	_____	_____
Signature of Home Owner	Name (printed)	Date

AYRE & OXFORD INC.

PROPERTY RESIDENT COMPLAINT FORM

Today's Date: _____ Building Name / Address: _____

Name: _____ Suite: _____ Owner or Tenant?_____

E-mail address: _____ Phone Number: _____

Complaint against Suite #: _____Type of complaint: _____

If the complaint is noise, describe the type of noise: _____

_____

_____

_____

How frequent is this occurring? _____

How long does this occur? _____

At what time of day? _____

Location / source of the complaint?_____

How is it affecting you?_____

Is it affecting anyone else? _____

Other relevant details: _____

_____

_____

Are you willing to attend court in the event that this issue escalates to that point? _____

The information collected here is for legal and record keeping purposes only. Your information will not be shared with the offenders unless required by law.

FOR OFFICE USE ONLY:

1ST COMPLAINT 2ND COMPLAINT 3RD COMPLAINT 4TH COMPLAINT

NOTES:_____

_____

_____

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