



Form K updated 01-Jun-2024 created 27-Feb-2018

Strata Property Act

FORM K

NOTICE OF TENANT'S RESPONSIBILITIES

(Section 146)

To the Owners Strata Plan No. BCS367 Re: Strata Lot \_\_\_\_\_ Tenancy Commencing (month day, year) \_\_\_\_\_

Civic Address \_\_\_\_\_

In Case Of Emergency or Safety Issues, all known tenants are required to fill out this form. (Please print clearly)

Table with 4 columns: Tenant Name, Primary Phone, Alternate Phone, Email Address. Rows #1 to #4.

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 or available from the property manager).
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 mail room facilities, and if the strata corporation incurs costs for remedying a contravention, payment of those costs.

The Mailroom, located in the front of the underground visitor parking, is a secure access. Please contact any council member whose numbers are listed at the end of all strata minutes. You will receive a new security code. The previous resident security code will be deleted shortly after they vacate. Use of a previous code may result in a \$25 reset fee by the current resident.

NOTE TO LANDLORD: A VALID FORM "K" MUST BE ISSUED WITH EACH TENANT AND ANY CHANGE. PLEASE DO NOT FORGET TO SIGN BELOW. BY SIGNING BELOW THE OWNER(S) AND TENANT(S) AGREE THE TENANT(S) HAVE RECEIVED, UNDERSTOOD AND WILL COMPLY WITH THE BYLAWS. FAILURE TO SUBMIT FORM BEYOND TWO WEEKS TENANCY MAY RESULT IN MIN. \$50 FINE.

Signature of Landlord, or Agent of Landlord Date: (month day, year) \_\_\_\_\_

Landlord's Name (please print) The address to which any notices to the registered owner of the strata lot shall be delivered is: (please print clearly)

Tenant #1 Signature Owner's address

Tenant #2 Signature City Province Postal Code

Tenant #3 Signature Home Phone Cell Phone Work Phone

Tenant #4 Signature Owner's Email Address

The personal information requested and subsequently provided in this document is for the purpose of communicating with tenants and owners, ensuring the orderly management of the Strata Corporation and complying with legal requirements.

\*\*\* Email or fax copy of completed Form K is acceptable\*\*\*

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