

## **The Grange Pointe**

**CONDOMINIUM CORPORATION NO. 042 5217**

### **RENTAL OF UNIT POLICY**

#### **OWNER/TENANT RESPONSIBILITY**

In general, a Condominium is a residential complex, registered under the *Alberta Condominium Property Act* as a Corporation, jointly owned by a group of individuals and run by an elected Board of Directors according to a specific set of Bylaws.

In this type of complex organizations, each individual owner and tenant has certain responsibilities. It is up to the owner and tenant to make every effort to meet them.

The responsibilities can be generalized under three main categories:

**LEGAL:** Be aware of and abide by all Bylaws of the Condominium Association and any rules and regulations as defined by the Board of Directors.

**FINANCIAL:** For owners, pay all monthly condominium dues and levies promptly.

**SOCIAL:** For owners, take an active interest in running the condominium and provide assistance for certain duties and attend all general meetings.  
For owners and tenants show consideration towards other owners and tenants and respect their right to enjoy their property.

If you are an owner who rents your unit, you have added responsibilities. You must:

Carefully screen applicants to ensure they will be tenants who will be considerate toward other occupants and who will show respect to the property.

Ensure your tenants have a copy of the Bylaws and any rules and regulations and that they understand them.

**Complete and return the Rental Agreement and enclose \$1,000.00 Security Deposit payable to The Grange Pointe. *(Note: if the monthly rent is less than \$1,000, please enclose the total of one months rent and copy of lease agreement between Landlord and Tenant.)***

All tenants and owners will refrain from loud parties, and excessive noise. Please respect your neighbors and your building.

Should you require a copy of the Corporation Bylaws or Policies, please contact KDM Management at 460-0444.

**The Grange Pointe**

**SUITE NUMBER \_\_\_\_\_, 2430 or 2436 Guardian Rd.**

**Edmonton, Alberta**

**LEGAL # \_\_\_\_\_**

**RENTAL AGREEMENT FOR RENTAL OF UNITS**

**THE GRANGE POINTE- CONDOMINIUM CORPORATION NO. 0425217**

This agreement signed this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_ between:

---

Hereafter called the  
**LANDLORD (UNIT OWNER)**

---

**AND**

---

---

Hereafter called the  
**TENANT**

---

**AND**

**The Condominium Corporation**

**Hereafter called the**

**CORPORATION**

**sets forth the condition under which rental of a unit by an owner shall occur within Condominium Corporation No. 042 5217**

## **RENTAL OF UNIT**

### **SCHEDULE A**

1. The Landlord/Unit Owner Shall:
  - 1.1 Inform the Board of Directors of the Corporation as to the occupancy status of his/her unit:
    - 1.1.1) Identification of the official tenant.
    - 1.1.2) Identification of the names and relationships of members of all occupants.
  - 1.2 Inform the Board of Directors of the Corporation of:
    - 1.2.1) His/her address, telephone number and such other particulars as may be necessary to enable the Corporation to contact the Landlord.
    - 1.2.2) The particulars identified in 1.2.1 relative to any rental agent/agency which may have been retained by the Landlord.
  - 1.3 The Landlord shall ultimately be held responsible by the Corporation for payment of the monthly assessment.
  - 1.4 Provide the tenant with copies of this agreement and the Bylaws and assure that the tenant is fully informed of the Bylaws and Regulations contained therein as well as of all regulations, policies and procedures approved by the Board of Directors acting in the interests of the Corporation.
  - 1.5 Accept responsibility for the correction of any conduct on the part of the tenant which is deemed by the Board of Directors to be in contravention of the Bylaws and Regulations.
  - 1.6 File with the Corporation a copy of any signed agreement made between the Landlord and the Tenant.
  - 1.7 Provide the Corporation with a **Security Deposit** in the amount of **\$1,000.00** to be held in trust by the Corporation if applicable.

**RENTAL OF UNIT**  
**SCHEDULE B**

**2.    The Tenant Shall:**

**2.1    Assure that the Landlord and the Corporation are informed of:**

**2.1.1) The identity of all occupants of the rented unit and their relationship to the tenant.**

**2.1.2) The identity of all vehicles belonging to the occupants of the rented unit.**

**2.1.3) How the tenant may be contacted in case of emergency.**

**2.2    Assure that the Tenant and members of his/her household fully understand and abide by the Bylaws and Regulations contained in this agreement and the Bylaws, regulations, policies, and procedures approved by the Board of Directors acting in the interests of the Corporation.**

**2.3    Accept the authority of the Board of Directors acting in the interests of the Corporation, to undertake any action (ie., eviction and/or fines) to correct violation of the Bylaws, regulations, policies, or procedures noted in 2.2.**

**The Corporation Shall:**

**3.1    Assure that the Tenant has been provided with copies of this agreement and any such regulations, policies, and procedures which have been approved by the Board of Directors with respect to residency in Condominium Plan No.042 5217**

**3.2    Communicate in writing to the Landlord and the Tenant any complaints relative to the Tenant(s) residency in Condominium Plan No. 042 5217**

**3.3    Exercise the power and authority vested in it by the Condominium Act and the Bylaws, and shall initiate legal action if and when lesser measures have failed**

to correct unacceptable conduct on the part of the Tenant or members of his/her household.

The Parties understand and agree to the responsibilities and obligations outlined in the foregoing.

LANDLORD: \_\_\_\_\_  
(SIGNATURE)

TENANT: \_\_\_\_\_  
(SIGNATURE)

CORPORATION: \_\_\_\_\_  
(SIGNATURE)

**TENANT INFORMATION FORM**

**THE GRANGE POINTE**

SUITE NUMBER: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

OTHER OCCUPANTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*NOTE: ALL PETS MUST HAVE PRIOR WRITTEN BOARD APPROVAL & HEIGHT  
RESTRICTION MAXIMUM 14@ AT THE SHOULDER AND ONLY 1 PET PER SUITE.**

PETS:      YES \_\_\_\_\_      NO \_\_\_\_\_

IF YES, PLEASE COMPLETE THE ATTACHED PET APPLICATION WITH THESE  
DOCUMENTS.

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

VEHICLE(S) MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

LICENSE \_\_\_\_\_ COLOR \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

LICENSE \_\_\_\_\_ COLOR \_\_\_\_\_



**TELEPHONE NUMBERS:**

HOME \_\_\_\_\_ WORK \_\_\_\_\_

HOME \_\_\_\_\_ WORK \_\_\_\_\_

**EMERGENCY CONTACT NAME & NUMBER:**

\_\_\_\_\_