

PREAUTHORIZED DEBIT SERVICE ENROLLMENT FORM

OWNER INFORMATION

NAMES: _____
(as appear on title to the property)

MAILING ADDRESS FOR SERVICE: _____

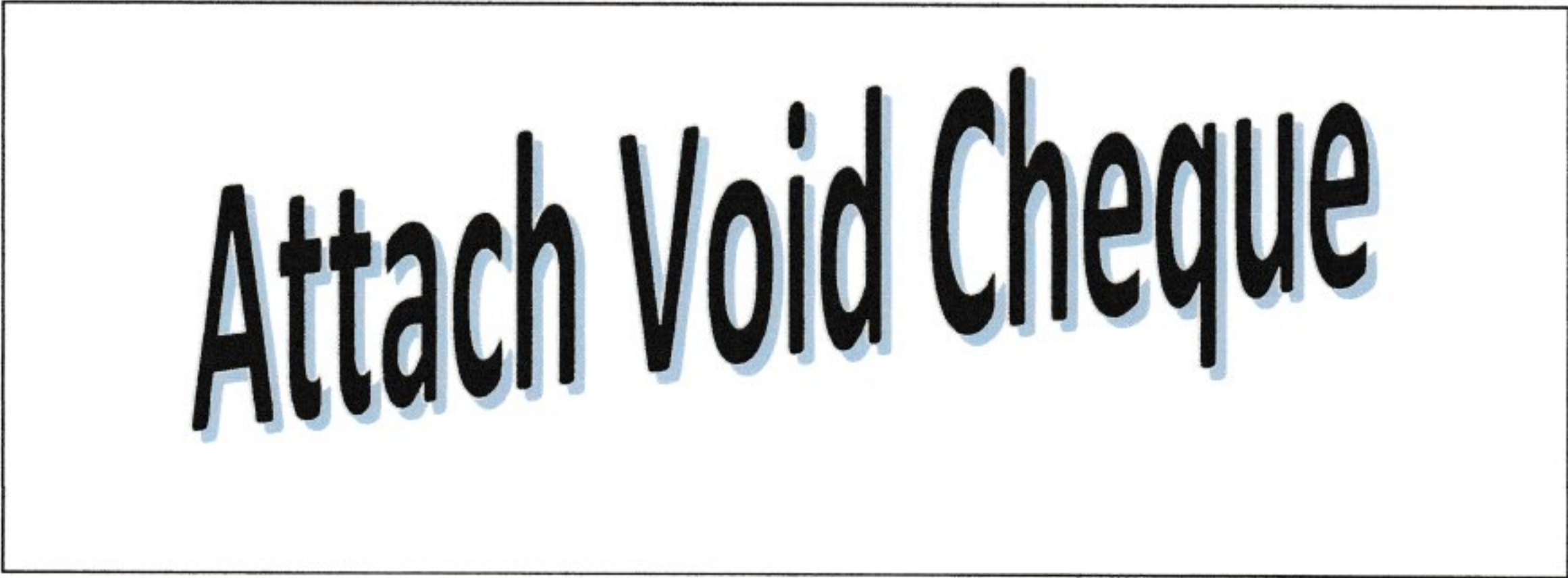
PHONE: _____ EMAIL: _____

CONDOMINIUM NAME: _____ CONDOMINIUM PLAN NO: _____

CIVIC UNIT: _____ CIVIC ADDRESS: _____

ACCOUNT INFORMATION

PERSONAL PAD: Monthly Condominium Assessments



(or) I have attached a Financial Institution Payors Information Statement from my bank

IF ACCOUNT HOLDER(S) IS/ARE NOT OWNERS AS NOTED ABOVE, PLEASE NOTE RELATIONSHIP TO OWNER*: _____

AMOUNT / DEBIT DATE

I/We hereby authorize PEKA Professional Property Management Ltd. (on behalf of the Condominium Corporation) to draw from my/our account number with the branch of financial institution at which I/we maintain an account THE MONTHLY CONDOMINIUM CONTRIBUTION AMOUNT OR MONTHLY OCCUPANCY FEE AMOUNT (if applicable) OF: \$ _____ ** COMMENCING ON THE 1ST DAY OF _____ 20__

NOTE: MONTHLY CONDOMINIUM CONTRIBUTIONS/OCCUPANCY FEES ARE DRAWN ON THE FIRST DAY OF EACH MONTH OR THE FIRST BUSINESS DAY THEREAFTER, SHOULD THE FIRST DAY FALL ON A WEEKEND OR HOLIDAY.

SIGNATURE: _____ DATE: _____

(AND)

SIGNATURE: _____ DATE: _____

SPECIAL INSTRUCTIONS

initial

PLEASE DRAW THE OUTSTANDING BALANCE OWING OF \$ _____ WITH REGARD TO THIS PROPERTY IN ADDITION TO THE FIRST DRAW FROM MY ACCOUNT.

initial

PEKA CURRENTLY HOLDS POST-DATED CHEQUES ON FILE FOR THIS PROPERTY. PLEASE RETURN BY MAIL TO: _____

PREAUTHORIZED DEBIT SERVICE TERMS AND CONDITIONS

1. I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed the Preauthorized Debit Service Form.
2. **I/We have attached hereto a VOID cheque or Financial Institution Payors Information Statement, which denotes the transit, institution number, account number and me/us as the authorized Account Holder(s).**
3. This authorization may be cancelled at any time. I/We acknowledge that, in order to revoke this authorization, notice of revocation must be provided to PEKA Professional Property Management Ltd. in writing 15 days before the next transmission date.
4. I/We undertake to notify PEKA Professional Property Management Ltd. in writing of any change in the account information provided in this authorization at least 15 days prior to the next due date.
5. I/We acknowledge that this pre-authorized debit form does not include authorization for any additional contribution, assessment, installment or payment due by me/us, other than those expressly indicated in this form. I/we must authorize any additional draws separately in writing 10 days prior to the next scheduled draw date, in order for any additional withdrawals to occur. ***I/We acknowledge that Account Holders must authorize any additional withdrawals (Owners authorization is not sufficient, SHOULD THE OWNER NOT BE AN ACCOUNT HOLDER). Where notice is sent by the Condominium Corporation regarding any additional contribution, assessment, installment or payment due with respect to this Property or any change in existing assessments, notice will be sent only to the Owner, and not the Account Holder.**
6. ****I/We acknowledge that by signing the Preauthorized Debit Form I/we authorize PEKA Professional Property Management Ltd., at the direction of the Board of Directors for the Condominium Corporation to amend the amount drawn from my/our account in accordance with monthly condominium assessment changes as per the current fiscal budget of the Corporation (upon prior notification of same).**
7. I/We acknowledge that the cancellation of this authorization does not terminate my/our services but only affects my method of payment. PEKA Professional Property Management Ltd. may terminate this authorization at any time verbally or by written notice to me at the address shown on my application form.
8. I/We acknowledge that PEKA Professional Property Management Ltd. will charge my account with a service charge of \$75.00+ GST (subject to change) for any dishonored payments (including but not limited to; non-sufficient funds, wrong bank account info, account closure etc.) as it occurs, and dishonored payments may result in termination of my Preauthorized Debit Service.
9. I/We acknowledge that this authority is to remain in effect until PEKA Professional Property Management Ltd. has received written or verbal notification of its change or termination, or notification of any transfer of ownership of the Property. This notification must be received at least 10 business days before the next draw date.
10. I/We acknowledge that the scheduled draw date is on the 1st of each month.
11. I/We have certain recourse rights if any draw does not comply with this agreement. For example, I/We have the right to receive reimbursement for any draw that is not authorized or is not consistent with the PAD Agreement. To obtain more information on my/our recourse rights, I/We may contact our financial institution or visit www.cdnpay.ca.

I/WE HAVE READ AND AGREE TO THE PREAUTHORIZED DEBIT SERVICES TERMS AND CONDITIONS

SIGNATURE: _____ **DATE:** _____

(AND)

SIGNATURE: _____ **DATE:** _____

(Oct-2019)

PEKA

Professional Property Management Ltd.

Unit Leasing Form

The *Condominium Property Act* of Alberta requires that Owners who wish to rent out their unit notify the Condominium Corporation within 20 days of the commencement of the tenancy term of the Owners address for service and the Tenants Information. Please complete this form and forward to PEKA (*contact information below*):

Condominium Name: _____		Plan No: _____	
Unit Address (civic): _____		Parking Stall Number (if applicable): _____	
Owner(s) Name(s): _____			
Owners Mailing Address for Service:		Owners Phone Numbers & Email:	
_____		Home: _____	
_____		Mobile: _____	
_____		Work: _____	
_____		Email: _____	
If this is an address, telephone or email CHANGE , please note the effective date: _____			

Effective the ____ day of _____, 20__, the above-noted property has been rented to:	
Tenant(s) Name(s): _____	
Tenant(s) Phone No(s): Primary: _____	Secondary: _____
<p>I (we) have provided the tenant(s) with a copy of the Condominium Corporation bylaws which outline the rules and regulations of the Condominium, and hereby acknowledge that bylaw infraction notices and fines assessed for the same (if applicable) will be the responsibility of me (us) as Owner(s), regardless of tenancy status of the Property. I (we) will be solely responsible for notifying my (our) tenant(s) of bylaw violations for which I (we) receive notice for, any corrective action required, and payment of any fines assessed.</p> <p>I am (we are) aware of my (our) requirement to notify the Condominium Corporation of any changes (including expiry or cancellation thereof) to the Residential Tenancy Agreement entered into with the above-noted Tenants. I (we) further acknowledge our obligation under the <i>Condominium Property Act</i> to give the Condominium Corporation written notice that the unit is no longer rented within 20 days after I (we) cease to rent the unit.</p>	
Owner Signature: _____	Date: _____



Serving Clients | Serving Community

Canmore Office:
 #105, 1002 - 8th Avenue
 Canmore, Alberta, T1W 0C4
 p: 403 678 6162 | f: 403 678 4990
 toll-free: 1 855 306 4899
 info@peka.ca | www.peka.ca

Calgary Office:
 #301, 5819 - 2nd Street SW
 Calgary, Alberta, T2H 0H3
 p: 403 454 3050 | f: 403 454 3052
 toll-free: 1 855 306 4899
 info@peka.ca | www.peka.ca

Please forward payments of any kind to the Canmore Office. Thank you.

Copyright 2023 by PEKA Professional Property Management Ltd. or other 3rd party. Distributed by CondoPapers.com/Document NOT licensed for redistribution, resale, or reuse unless otherwise allowed by legislation. Purchased by Terry Morgan Terry.morgan623@gmail.com for Unit #104 of Pointe of View Condominium, 21 Aug 2023.

CONDOMINIUM RENOVATION REQUEST FORM

Condo Name:		Unit Number:	
Owner Name:		Owner Phone:	
Owner Mailing Address:			
Proposed Reno. Start Date:		Target Finish Date:	

DESCRIPTION OF RENOVATIONS TO BE COMPLETED (details must be provided on next page)

Electrical
 Flooring
 Gas Line
 Plumbing
 Door / Window*
 Other

*Refer to Bylaws – Exterior doors and windows may be common (Condominium) property

OWNER HEREBY ACKNOWLEDGES, AGREES AND CONSENTS:

- a. To ensure your request can be reviewed in a timely manner, please **ensure all areas are completed and that you attach any drawings and/or plans**. Incomplete areas will delay your request review and or approval. Normal review and response time is 14 business days from the date your completed form is received by PEKA.
- b. Please do not assume automatic approval of your request. Your request is confirmed as approved upon written confirmation (mail or email) from PEKA on behalf of your Board.
- c. Owner is liable for any and all work carried out in relation to the work indicated on this form and as may arise in the normal course of the work.
- d. Neither the condominium nor PEKA accepts any liability related to the approval or denial of the request, or related in any manner to the work requested and or to be completed.
- e. All work is to be done to a professional standard.
- f. All refuse and unused materials must be disposed of offsite at the Owner's cost.
- g. The Owner assumes all liability for their contractor/trade and their performance. In the event the Owner has opted not to use licensed trades or contractors, OWNER IS responsible for safety of the work on site including, without restricting the generality of the foregoing, ensuring: all workers on site are fully trained and are competent to do the work safely and to understand their safety responsibilities; there are adequate numbers of workers trained in first aid on site; all hazards have been identified, communicated, controlled and eliminated where possible; all workers and those who may be affected by the work are protected with appropriate Personal Protective Equipment or otherwise; all accidents are investigated and corrective action taken; the responsibilities of the Occupational Health and Safety Act, Regulations and Code are followed on site.
- h. Any and all approved work must be completed Monday through Friday between the hours of 8:30am and 6:00pm, or Saturday between the hours of 9:00am and 4:00pm.
- i. Work that creates structure borne noise (hammering, drilling, ram set, etc.) is restricted to Monday through Friday and between the hours of 10:00am and 4:00pm.
- j. Work may not take place on Sundays or recognized holidays.
- k. The Owner is responsible for ensuring any worker (trade or unlicensed) is fully aware of any and all bylaws that are applicable to renovations, including noise restrictions and use of common property. NOTE: There is NO smoking on common property. Requested work that is in conflict with the condominiums By-laws will not be considered for approval.
- l. **Any bylaw infraction by a worker (trade or unlicensed) during the course of the renovation may result in an immediate fine assessment and issuance of a Stop Work Order by the Condominium.**
- m. All Permits and Inspections required by law must be obtained within the appropriate timeframe and at the Owner's expense.
- n. All work must meet Alberta Building Code requirements.
- o. Any provided approvals may be withdrawn at any time by the Condominium's Board of Directors, with proper notice and reason.
- p. If your submitted request is denied and you wish to reapply at a later date, a new form must be completed in full and resubmitted.
- q. If your request is approved, you are required to keep the approved request form on file in case proof of approval is later requested by the Board or PEKA.
- r. Construction materials and supplies are not permitted to be stored on common property, including garage, parking lot and hallway. Also, these items are not permitted to be stored within a parking stall (titled or assigned).
- s. The Owner is responsible for the cleanup of materials and debris in all common areas, including hallways, elevators, stairwells, garage and parking lot.
- t. Exterior entrance doors may not be propped open at any time.
- u. In order to transport materials and supplies by elevator, elevator blankets must be used. Arrangements can be made in advance by contacting PEKA. If there are substantive materials to be moved by elevator, it is recommended that you contact PEKA to arrange pick-up and use of the elevator control key.

CONTRACTOR INFORMATION:

Contractor Name:

Contractor Phone(s):

Owner is responsible for obtaining from the Contractor prior to renovation commencement, the Contractors: Liability Insurance; WCB account information & status; Trades Certifications & Licensing and Town Business License

Initial

DETAILED DESCRIPTION OF RENOVATION:

Please include all plans, engineering reports, drawings, etc. NOTE: Incomplete description, including lack of required engineering reports or professional drawings, etc. will result in automatic denial of Renovation Request by the Condominium.

We, the Owners of the subject unit, hereby certify that the information provided in this Renovation Request Form is complete and accurate to the best of our knowledge and ability.

SIGNED AT THE TOWN/CITY OF _____ IN THE PROVINCE OF _____.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

For Office Use Only

PEKA Agent: _____

Date Received: _____

PEKA: Approved Denied

Date to BOD: _____

BOD: Approved Denied

Date BOD Reply: _____

Owner Ltr Date: _____

If Denied, Reason: _____

