

# Strata Plan NW1885 – Creekside Place

10530 & 10560 154 Street, Surrey, BC

## Guidelines

## Rental of Strata Lot

**Preamble:** To ensure all owners who choose to rent their strata lot are aware of their responsibility to the Strata Corporation.

**Procedure:** To ensure compliance with the Strata Property Act and the Strata NW1885's Bylaws, the following guidelines have been developed to provide clear steps to be taken by Landlords at Creekside Place.

- 1) Before you rent your strata lot ensure you are familiar with all the requirements of the Strata Property Act, Residential Tenancy Act and the Strata NW1885's Bylaws and Policies.
- 2) On the date your new tenant(s) signs your contract, ensure the following:
  - a. You have the names of **all** the individuals who will live in the unit.
  - b. Have all tenants sign a Strata Property Act Form K - Notice of Tenant's Responsibilities.
  - c. Provide them with a complete copy of Strata NW1885's bylaws, rules and policies and procedures, and then review them with tenants.
  - d. Have your tenants sign a Crime Free Housing form.
  - e. Inform your tenant(s) that Creekside has an Elevator lock-out key and padding that must be used for moving in or out.
- 3) Immediately send the Strata Corporation the Form K and Crime Free Housing form. Take note of the Bylaw regarding late submission of these forms.
- 4) Inform the Strata Corporation of the move in date, so elevator key and padding can be provided.
- 5) On move-in day it is advisable that the Landlord is on site to ensure it is a smooth process, that open doors are monitored, and to review the Bylaws, rules and policies with the tenant(s) again.
- 6) Keep documentation of which Fob's you issued to the tenant(s) and remind them of the Bylaws around lending Fob's to others.
- 7) Inform the Strata Corporation as soon as possible of your tenant(s) vacating and the move-out date, so elevator padding can be in place.
- 8) Ensure your tenants are updated on changing Bylaws, rules and policies.
- 9) Inspect your rental unit regularly for issues that need the Strata's attention.
- 10) It is the Owner's responsibility to ensure the Tenant(s) complies with the Strata Bylaws, rules and policies.