

## **NOTICE OF TENANT'S RESPONSIBILITIES - (FORM K)**

Section 146 of the Strata Property Act of British Columbia stipulates that if an Owner within a Strata Corporation wishes to rent his/her unit, the Owner must provide the Strata Corporation with the attached completed Notice of Tenant's Responsibilities (FORM K), within two (2) weeks of renting.

It is the Owner's responsibility to send in a new FORM K when tenancy changes. If you are a Non-Resident Owner and are not renting out your unit, we would appreciate your completing the FORM K regardless, indicating in the space for the Tenant's name: **the reason for not renting**. This ensures that our computer and files are properly updated and you will not receive reminder letters or be fined.

**FAILURE TO SEND IN A FORM K WHERE REQUIRED COULD RESULT IN FINES BEING LEVIED IF APPLICABLE IN THE STRATA CORPORATION'S BYLAWS.**

In addition, it is a requirement of the Act that you provide your Tenant with the Bylaws governing your Strata Corporation, together with other Rules to ensure that your Tenant is aware of his/her rights and obligations.

Your prompt attention in the above matter will be greatly appreciated.

*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.*

*Strata Property Act*  
**FORM K**  
**NOTICE OF TENANT'S RESPONSIBILITIES**  
(Section 146)

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To the Owners Strata Plan No. \_\_\_\_\_ Re: Strata Lot \_\_\_\_\_

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

\_\_\_\_\_  
Tenant's Name (Please print)

\_\_\_\_\_  
Tenant's Name (Please Print)

Work Ph# \_\_\_\_\_

Work Ph# \_\_\_\_\_

Home Ph# \_\_\_\_\_

Tenancy commencing \_\_\_\_\_ [month, day, year].

**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).
- 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 recreational facilities, and if the strata corporation incurs costs for remedying a contravention, payment of those costs.

Date: \_\_\_\_\_ [month day, year].

**NOTE TO LANDLORD: A VALID FORM "K" MUST BE ISSUED WITH EACH TENANT CHANGE**

\_\_\_\_\_  
Signature of Landlord, or Agent of Landlord

The address to which any notices to the registered owner  
of the strata lot shall be delivered is:

\_\_\_\_\_  
*Landlord's Name (Please Print)*

\_\_\_\_\_  
*Owner's Address(Please Print)*

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Signature of Tenant

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**\*\*\* Fax copy of completed Form K is acceptable\*\*\***

**CROSBY PROPERTY MANAGEMENT LTD.**  
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