



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

Strata Plan: \_\_\_\_\_ Address: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Unit #: \_\_\_\_\_ Strata Lot #: \_\_\_\_\_ Locker #: \_\_\_\_\_ Parking Stall(s) #: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Name(s) for Enterphone: \_\_\_\_\_ Number for Enterphone: \_\_\_\_\_  Long Distance  Local

**Please note that not all enterphone systems accept long distance numbers**

Vehicle Make: \_\_\_\_\_ Colour: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Tenancy commencing this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Tenancy completing this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ (if applicable)

**IMPORTANT NOTICE TO TENANTS:**

- 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).
- 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.
- 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Landlord's name (Please print)

*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.*

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

**OWNER'S MAILING ADDRESS**

Owner's Telephone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_



**HEAD OFFICE:**  
**250.475.6440**  
201-20 Burnside Rd W  
Victoria, BC

**NANAIMO OFFICE:**  
**250.754.6440**  
108-5070 Uplands Dr  
Nanaimo, BC

**WESTSHORE OFFICE:**  
**250.915.8888**  
206-2800 Bryn Maur Rd  
Langford, BC

**COURTENAY OFFICE:**  
**250.338.6900**  
B-290 England Ave.  
Courtenay, BC