



Bylaw 2.1 (g) states an owner shall: "notify the Corporation forthwith, in writing, upon any change of ownership or of any mortgage, rental, or other dealing in connection with his Unit".

Unit Address: _____

Fobs Requested by: Unit Owner(s) Owner's Agent

Owner/Agent Name: _____ Date: _____

Owner/Agent Signature: _____

By signing this form, you (the owner or owner's agent) accept full responsibility for the use of any fob(s) released under your name, you agree that fobs are non-transferable, and that **any change of occupants in this unit must be reported to the office within 10 days** of the change. All tenants, residents, or occupants of any kind living in the unit must be registered with the Condominium Corporation. If you hire a property manager, you must register them with the Condominium Corporation. This information must be kept current. The owner is legally responsible for ensuring that the occupants of their unit and their property manager comply with all bylaws, regulations, and the law. All property managers must be licensed by the Real Estate Council of Alberta and registered with the Condominium Corporation.

Registered Occupants: Only the individuals registered below may be issued a key fob. Photo ID may be required by the office to verify that the occupant is registered prior to assisting the occupant with key fob(s), parking pass(es), etc.

Occupant 1 Signature: _____ Occupant 2 Signature: _____

Occupant 1 Name: _____ Occupant 2 Name: _____

Occupant 1 Email: _____ Occupant 2 Email: _____

Occupant 1 Phone: _____ Occupant 2 Phone: _____

Occupant 3 Signature: _____ Occupant 4 Signature: _____

Occupant 3 Name: _____ Occupant 4 Name: _____

Occupant 3 Email: _____ Occupant 4 Email: _____

Occupant 3 Phone: _____ Occupant 4 Phone: _____

(If more than 4 occupants, attach a list with details as above)

