

## NOTICE OF TENANT'S RESPONSIBILITIES – FORM K

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The Form K is a form set out in Section 146 of the *Strata Property Act* of British Columbia. The *Strata Property Act* stipulates that if an Owner within a Strata Corporation rents or leases 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.

### **ATTENTION**

The attached Notice of Tenant's Responsibilities – Form K, must be **completed, signed & submitted** to our office within two (2) weeks of renting.

It is a requirement of the *Strata Property Act* that Tenants be provided with a copy of the Bylaws governing the Strata Corporation. By submitting the Form K the Strata Corporation can confirm that the Tenant has received a copy of the Bylaws and agrees to abide by them.

**FAILURE TO SUBMIT A FULLY COMPLETED AND SIGNED FORM K COULD RESULT IN FINES BEING LEVIED IN ACCORDANCE WITH THE STRATA CORPORATION'S BYLAWS.**

*Please ensure you completely fill out and sign the attached Notice of Tenant's Responsibilities – Form K before submitting it to The Wynford Group.*

**Please submit the attached form  
by either mail, fax, or email:**

**Mail: The Wynford Group  
815 – 1200 West 73<sup>rd</sup> Avenue,  
Vancouver, BC Canada V6P 6G5**

**Fax: 604-261-9279 (ATTN: RECORDS)**

**Email: [records@wynford.com](mailto:records@wynford.com)**

Please note you must **download & save** this form **prior to filling out** and submitting.

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

Re: Strata Lot \_\_\_\_\_ [strata lot number as shown on strata plan] of  
Strata Plan \_\_\_\_\_ [the registration number of the strata plan]

Street Address of Strata Lot \_\_\_\_\_  
\_\_\_\_\_

Name(s) of tenant(s) \_\_\_\_\_  
\_\_\_\_\_

Phone Numbers - Home # \_\_\_\_\_ Work # \_\_\_\_\_

Email: \_\_\_\_\_ 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 from Owner of unit).
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].

Mailing Address: *(Address to which any correspondence or Notices to the Registered Owner shall be delivered.)*

\_\_\_\_\_  
Signature of Owner (Landlord), or  
Agent of Landlord

\_\_\_\_\_  
Name of Owner (Landlord), or  
Agent of Landlord

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

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

**Submit the form by:**

**Mail: The Wynford Group**  
**815 – 1200 West 73<sup>rd</sup> Avenue,**  
**Vancouver, BC Canada**  
**V6P 6G5**

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