



TML Management Group Ltd.

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

**Please sign the Form K** before submitting to our office.

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. This ensures that our files and records are properly updated.

**FAILURE TO SUBMIT A COMPLETED FORM K WHEN 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.

---

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.

---

Thank you for your attention.

Yours truly,

TML Management Group Ltd.  
Managing Agent for the Strata Corporation



TML Management Group Ltd.

**Strata Property Act  
FORM K  
NOTICE OF TENANT'S RESPONSIBILITIES**

To the Owners Strata Plan (LMS / BCS / NWS / EPS) \_\_\_\_\_ Re: Strata Lot: \_\_\_\_\_

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

Name(s) of Tenant(s) (Please print): \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Cell Phone #(s): \_\_\_\_\_

E-Mail(s): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Emergency Contact & Phone #: \_\_\_\_\_

Vehicle: Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

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].

*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.*

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

\_\_\_\_\_  
**Signature of Landlord or Agent of Landlord**

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

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

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

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

*Owner's Address (Please Print)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Owner's Phone:* \_\_\_\_\_

*Owner's E-mail:* \_\_\_\_\_

**SPA 146** (1) Before a landlord rents all or part of a residential strata lot, the landlord must give the prospective tenant the current bylaws and rules, and a Notice of Tenant's Responsibilities in the prescribed form. (2) Within 2 weeks of renting all or part of a residential strata lot, the landlord must give the strata corporation a copy of the notice signed by the tenant. (3) If a landlord fails to comply with subsection (1) or (2), the tenant is still bound by the bylaws and rules, but may, within 90 days of learning of the landlord's failure to comply, end the tenancy agreement without penalty by giving notice to the landlord. (4) If a tenant ends a tenancy agreement under subsection (3), the landlord must pay the tenant's reasonable moving expenses to a maximum of one month's rent.