



GUEST SUITE RENTAL AND POLICY FORM

Strata Plan LMS 2946

GUEST SUITE RULES

1. The guest suite is available to rent for overnight guests. **Reservations can be made only by residents of the Seastar – LMS2946.** Non-residents, including non-resident owners who rent their suites, cannot make a reservation.
2. Residents must make a reservation with the Building Manager during regular business hours, and no less than 2 working days in advance of the stay. The Manager's office is accessible at the top of the stairs within the lounge. The door is marked "Security Equipment Room".
3. The suite may be booked for no more than twelve (12) consecutive nights, after which the suite may be booked one (1) day at a time (subject to availability). A booking for subsequent days must be made and paid for no later than 12:00 PM on the **prior business day**. This cannot be arranged on weekends.
4. **The rental charge is \$50.00 per night, plus a onetime cleaning charge of \$30.00 per stay.** This must be paid at time of booking by cheque only.
5. **There is a \$100 refundable security deposit, payable by cheque only.** This will be returned providing that there are no damages and/or lost/missing articles. In the event of a late cancellation, this cheque will not be returned.
6. **To cancel a reservation and receive a full refund, you must do so no later than one week prior to your guest's arrival.** Otherwise, your \$100.00 security deposit will not be returned. No Exceptions.
7. Residents making reservations must supply their own bedding: pillows, sheets and towels.
8. **No smoking, cooking, candles or incense are allowed in the suite.**
9. **No pets are permitted in the suite.**
10. Any children staying in the guest suite must be supervised by an adult. Children are not allowed unsupervised in any of the other common areas of the building.
11. Resident of the strata lot signing this lease is personally liable for any damages caused by guest(s) using the guest suite. Should any damage occur, an assessment will be made and a deduction for any such damage will be deducted from the refundable security deposit.

RESERVATION INFORMATION

OWNER	SUITE	
PHONE NUMBER	GUEST NAME	
CHECKIN DATE	CHECKOUT DATE	
TOTAL NIGHTS	RENTAL CHARGE	DEPOSIT \$100

PLEASE READ CAREFULLY AND SIGN

I have read the above rules and agree to all terms and conditions of the guest suite rental

SIGNATURE	DATE
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TO CONFIRM THIS RESERVATION, PLEASE RETURN THIS COMPLETED FORM WITH TWO SEPARATE CHEQUES (Rental Charge Cheque & \$100 Deposit Cheque) TO THE MANAGER'S OFFICE BY _____ . FAILURE TO DO SO WILL RESULT IN THE CANCELLATION OF YOUR RESERVATION.



STORAGE LOCKER RENTAL AND POLICY FORM

Strata Plan LMS 2946

- The cost of renting a locker is \$25.00 per month. Fees are paid on a monthly or annual basis.**

Please either:

- Submit 12 post-dated cheques in the amount of \$25.00 (payable on the first of each month) or one cheque in the amount of \$300 to resident manager. Make all cheques payable to Strata Plan LMS 2946.
- Fill out the pre-authorization section below to have your fee deducted automatically from your bank account. Please submit a voided cheque to provide your banking information.

- The key to your storage locker room remains at all times the property of the Strata Corporation and is provided for your use during the term of your rental. **A \$25 deposit is required for the key. The deposit will be returned to you only after the key has been returned at the end of your rental.**
- Please note that the storage locker remains the common property of the Strata Corporation at all times and the rental of the locker by an owner shall not be construed as having an exclusive assignment of the storage locker.
- Lockers are separate from strata ownership. The right to use the locker attaches to the individual and not the strata lot. Sellers cannot transfer their right to use the storage locker to a new owner.
- In cases where locker rental fee is not kept current (no payment for 60 days), a notice will be served to the owner and posted on the locker advising the owner to vacate the locker within 30 days. If the fees are not paid up within that 30 day period, the locker will be opened, its contents removed and either discarded or donated to charity. (After removal of a locker's content, there will be no further storage on the part of the Strata Corporation, due to space limitations and the inability to secure the removed items.)** The newly emptied locker will then be assigned to the next person on the waiting list.
- An owner is responsible for all contents of their storage locker. Residents shall not store any flammable substances in the storage locker. Substances such as propane cylinders, gasoline, paint thinners, etc., are all considered to be flammable. Storage of prohibited or illegal items will result in termination of the locker rental.
- The Strata Corporation is not responsible for lost or stolen items from storage lockers. All items must be stored within each locker. Items found outside storage lockers will be promptly removed and discarded.

LOCKER	LOCATION	RENTAL BEGINS ON
NAME	SUITE	
PHONE	EMAIL	

PLEASE READ CAREFULLY AND SIGN

I have read the above rules and agree to all terms and conditions of the locker rental

SIGNATURE	DATE
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PRE-AUTHORIZED PAYMENT

The undersigned hereby authorize(s) Gateway Property Management Corporation (as agents) to prepare monthly debits, by paper or electronic entry, covering payments due by the undersigned to Strata Corporation -LMS2946 for monthly locker rental fee. The monthly payment will be debited from your specified account on the 1st day of every month.

SIGNATURE
