

**STRATA CORPORATION
RENOVATION REQUEST FORM**

Procedures

This form is used to request renovations and/or alterations for units in strata corporations. You are not authorized to undertake any work until a renovation approval has been granted by the Strata Council via Korecki Real Estate Services.

All requests are reviewed by the respective Strata Councils, and approvals granted at their discretion and/or in compliance with the respective strata corporation bylaws.

All requests are reviewed at the next scheduled council meeting and must be received at least two (2) weeks prior to said meeting. Please contact our office to determine the next scheduled meeting date. Expedited renovation requests will be considered subject to complexity, and Council availability.

Incomplete requests will not be considered. To ensure expedited processing, err on the side of caution, and provide as much information as possible.

Renovation approvals will be issued within two (2) weeks after the respective council meetings, and will in general be subject to the following:

- Obtaining all necessary city permits;
- Using fully licensed and bonded contractors;
- Providing contractors WBC clearance letter(s), and insurance certificate(s);
- Provide assurances/letters from engineers in case of structural alterations;
- Complying with all City and Strata Corporation construction and noise bylaws;
- Signing this renovation request form, and the enclosed indemnity agreement, which will form the finalized approval letter.

You are not authorized to proceed with any work, until an authorization letter has been issued by the Strata Council via Korecki Real Estate Services.

Should you have any questions relating to the completion of this form, the procedures and/or the necessary enclosures please contact our office.

Owner / Unit Information

Provide information on premises where the proposed renovations are to take place, and the registered owners name(s) and contact information.

Date of the Request: _____

Building Address: _____ Building Name: _____

Strata Plan: _____ Unit #: _____ Strata Lot #: _____

Owner First & Last Name: _____

Phone: Home _____ Cell _____ Work _____

E-mail: _____

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Contractor Information

Provide the name and contact information for the head contractor conducting the proposed renovations. If the work is being performed by the owner, enter owners name and contact details as they appeared in "Owner/Unit Information" section.

Company Name: _____

Representatives Name(s): _____

Phone: Home _____ Cell _____ Work _____

E-mail: _____

Renovation Details / Options

The following fields list frequently requested renovations, and specific details that must be included with the request. The various sections must be filled out in full, and detailed plans/drawings enclosed where/as required. Additional information may be requested from the Council.

Flooring Changes/Upgrades

Are you conducting any flooring changes/upgrades? Yes No

Do you have a floor plan outlining the proposed changes? Yes No

If yes, the plans must be included with this application.

Provide a detailed explanation of all location to be upgraded, and types of flooring to be installed:

The minimum underlay requirement for hardwood flooring installations is an IIC and STC rating of 72 or greater. Individual strata corporations may provide more specific restrictions. To avoid delays, review your specific strata corporation's bylaws first, and ensure that the details of your request comply with their bylaws.

Plumbing Changes/Upgrades

Are you conducting any plumbing changes/upgrades? Yes No

Do you have renovation plans outlining all changes? Yes No

If yes, the plans must be included with this application.

Provide a detailed explanation of all plumbing changes and upgrades being undertaken

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TEL: (604) 233 - 7772 EMAIL: INFO@KORECKI.CA
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Plumbing Changes/Upgrades (Continued)

Please note that significant alterations to plumbing system (plumbing extensions, diversions, washroom/kitchen installation etc.) will require fully licensed/bonded plumbers to be used and permits to be obtained from your local municipality.

Provide the name and contact information for the plumbing company that will be conducting the proposed renovations. If the work is being performed by the owner, enter owners name and contact details as they appeared in "Owner/Unit Information" section (only applicable for minor work).

Company Name: _____

Representatives Name(s): _____

Phone: Home _____ Cell _____ Work _____

E-mail: _____

Electrical Changes/Upgrades

Are you conducting any electrical changes/upgrades? Yes No

Do you have renovation plans outlining all changes? Yes No

If yes, the plans must be included with this application.

Provide a detailed explanation of all electrical changes and upgrades being undertaken

Please note that significant alterations to electrical system (additional of lights, electrical outlets, changes to conduits etc.) will require fully licensed/bonded electricians to be used and permits to be obtained from your local municipality.

Provide the name and contact information for the electrical company that will be conducting the proposed renovations. If the work is being performed by the owner, enter owners name and contact details as they appeared in "Owner/Unit Information" section (only applicable for minor work).

Company Name: _____

Representatives Name(s): _____

Phone: Home _____ Cell _____ Work _____

E-mail: _____

Structural Changes/Upgrades

Are you conducting any structural changes/upgrades? Yes No

Provide detailed plans outlining all structural change? Yes No

If yes, the plans must be enclosed with this application. If not, the request will not be considered.

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Structural Changes/Upgrades (Continued)

Provide a detailed explanation of all structural changes and upgrades being undertaken

Provide the name and contact information for the **contractor** that will be conducting the proposed renovations.

Company Name: _____

Representatives Name(s): _____

Phone: Home _____ Cell _____ Work _____

E-mail: _____

Provide the name and contact information for the **structural engineer** that will be writing assurances, preparing specs, and supervising the proposed renovations.

Company Name: _____

Representatives Name(s): _____

Phone: Home _____ Cell _____ Work _____

E-mail: _____

Other Changes/Upgrades

Provide a detailed explanation of any other work being performed if not stated earlier.

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Attachments & Reminders

Attach all changes/upgrades drawings and/or plans (if applicable)

Attach all contractors' WCB Clarence letter(s)

Attach all contractors' insurance certificate(s)

Sign and date this form

Sign and date the contemplated indemnity agreement

Acknowledgements

I/we _____, the owner(s) of _____ unit _____ in consideration of the Strata Council's approval of an alteration to our strata lot or the common property, do hereby agree to the following terms.

I/we have read the registered bylaws of the strata corporation "the Bylaws";

I/we will always comply with the Bylaws;

I/We agree that the Strata Council has the right to approve, reject or require amendments to the proposed renovations at its sole discretion. The Strata Council will act reasonably in the exercise of its discretion to approve, reject or require amendments to the proposed renovations.

If my/our proposed renovations is/are approved by the Strata Council, I/we agree that all work will be done in accordance with the applicable municipal and provincial building codes.

I/we understand that the proposed renovations is/are not covered by the Strata Corporation's insurance policies, and I/we warrant and represent to the Strata Council that the renovations will be covered under my/our homeowners's insurance policy.

I/we are liable for all costs connected to the proposed renovations as set out in the bylaws, and I/we will maintain and repair the contemplated renovations.

I/we agree that if the proposed renovations is/are not maintained or properly installed, then the strata corporation may repair, maintain and/or remove the alternations with all costs to repair, maintain or removed the alterations incurred by the Strata Corporation charged to the owner of the strata lot.

I/we agree to indemnify and save harmless the Strata Council of the Strata Corporation, the Strata Corporation and the other owners of the Strata Corporation from and against all costs (including, without limitation, all legal costs on a solicitor and client basis, and the costs of all other professionals whose services are required), damage, loss, claims, demands, actions, proceedings, or liability resulting from, in any way relating to, or by reason of, either directly or indirectly, the installation, removal, maintenance of failure to maintain, repair and/or replacement of the proposed renovations.

If I/we list our strata lot for sale, we will deliver to any prospective purchaser of the strata lot, a copy of this renovation request, and the subsequent contemplated renovation approval.

By submitting this proposal, I/we agree to be bound by all the terms set out in the contemplated renovation approval and the bylaws.

Date: _____ Signature: _____ Signature: _____

*Please complete in full and email to the address below.

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INDEMNITY AGREEMENT

THIS AGREEMENT is dated for reference as of _____

BETWEEN:

The Owners, Strata Plan _____

(the "Strata Corporation")

AND:

(the "owner")

WHEREAS:

- A. The Owner is the registered owner of the Strata Lot _____;
- B. The Owner has applied for permission to conduct renovations and/or alterations to their unit as outlined in the "Renovation Request Form" and any attachments enclosed and/or preceding here to;
- C. In contemplation of the said "Renovation Request Form" and any enclosed attachments, all of which will comprise the final contemplated renovation approvals, the owner unconditionally agrees to:
 - (a) ensure that the common property of the Strata Corporation remains free and clear of all construction debris and materials, and that title remains free and clear of all claims, notices, charges, encumbrances and liens pertaining to the Improvement;
 - (b) be solely responsible for any increased premium in the insurance coverage maintained by the Strata Corporation as a result of the Improvement;
 - (c) promptly repair in good and workmanlike manner all defects in construction, material or workmanship pertaining to the Improvement;
 - (d) as and from the date of this Agreement be solely responsible for any and all costs, howsoever arising, of repairing and maintaining the Improvement, and any and all costs of repairing damage to the interior of the unit/building arising directly or indirectly from the Improvement including, without limitation, structural repairs, leakage repairs and repairs to the building envelope, it being understood that the Strata Corporation will be entitled, in its sole discretion, to assume conduct of any repair or maintenance which affects the structural integrity of the building or the exterior appearance of the building, but that the Owner will be solely responsible for the cost of any such repair or maintenance;

- (e) abide by all bylaws and regulatory requirements of any governmental authority which pertain to the repair and maintenance of the Improvement; and
- (f) indemnify and save harmless the Strata Corporation from any loss, cost or damage of any kind whatsoever including, without limitation, consequential loss and legal costs on a solicitor and own client basis, which are suffered by the Strata Corporation arising out of the Improvement or out of any failure by the Owner to comply with the terms of this Agreement.

This Agreement will be binding upon and inure to the benefit of the successors and assigns of the Strata Corporation and the Owner including, without limitation, each subsequent owner of the Strata Lot.

In witness whereof the Owner has executed this Agreement as of the date first above written.

Owner Name(s) _____

Owners Signature(s) _____