

**OWNER'S REQUEST TO ALTER PROPERTY**  
**Summerside – Strata Plan VIS 5366**

**GUIDELINES FOR COUNCIL & OWNERS**

The following process is to be followed when an Owner requests Council's permission to alter Common Property, Limited Common Property or an individual Strata Lot.

1. It is the Owner's responsibility to ensure that any proposed alterations comply with the Schedule of Standard Bylaws (#5 and #6) under the Strata Property Act and the Strata's Bylaws.
2. It is the Owner's responsibility to provide Council with assurances that Municipal Bylaws and the Building Code requirements will be met. If requested by Council, the Owner must appear at the appropriate Council meeting to provide additional information related to the request.
3. The Owner must complete, and sign, both the OWNER'S REQUEST TO ALTER PROPERTY form and the ASSUMPTION OF RESPONSIBILITY form.
4. Both completed forms must be submitted to a Council member in time to be added to the Agenda of the next scheduled meeting of the Strata Council.
5. Council must consider the request at its next scheduled meeting.
6. Minutes of the Council meeting must reflect the nature of the request and Council's decision on the request. Publication in the Minutes shall constitute written approval or rejection of the request.
7. Council's approval or rejection, and the date of the relevant Council meeting, must be noted on the OWNER'S REQUEST TO ALTER PROPERTY form. Both forms shall then be stored in the Corporation's permanent file for the appropriate Strata Lot.
8. For approved alterations, the OWNER'S REQUEST TO ALTER PROPERTY form and the ASSUMPTION OF RESPONSIBLITY form shall be attached to the FORM B (INFORMATION CERTIFICATE) associated with the Strata Lot.
9. Approved alterations must be completed within one year of date of approval. If not completed within one year, a new request must be submitted.

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\_\_\_\_\_  
Print Name of Owner (s)

\_\_\_\_\_  
Print Name of Owner (s)

Strata Lot # \_\_\_\_\_ Owner's Phone No: \_\_\_\_\_

Description of Requested Alteration:

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

Name of Contractor Responsible: \_\_\_\_\_

Phone Number of Contractor Responsible: \_\_\_\_\_

Approximate time frame involved:

If approved, work is estimated to begin on: \_\_\_\_\_

If approved, estimated completion date is: \_\_\_\_\_

Sketch or Drawing of Requested Alteration, including approximate dimension  
(Please use an additional sheet if required for clarity.)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of owner

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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**ASSUMPTION OF RESPONSIBILITY**

Owners must obtain written approval of Council prior to beginning any alteration to the Common Property, Limited Common Property, or an individual Strata Lot.

Owners planning any alterations must submit completed and signed copies of both the OWNER'S REQUEST TO ALTER PROPERTY form and this ASSUMPTION OF RESPONSIBILITY form.

Council must consider the Request at the first Council meeting following receipt of the Request. Council's decision must be reflected in the Minutes.

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Print Name of Owner(s)

Strata Lot #

Phone Number

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Print Name of Owner(s)

Description of Work Requested:

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If Council approves your request, the following terms and conditions will apply:

1. The Owner is responsible for compliance with all Bylaws, Rules, and Guidelines in effect on the date of this form.
2. Owner is responsible for compliance with the requirements of all relevant Municipal Bylaws or Building Codes.
3. The Owner accepts full financial responsibility for the acquisition, installation, maintenance and repair, and if needed replacement or removal, of this intended alteration, until the property is sold. Following a sale, the new Owner automatically assumes these responsibilities.
4. The Owner agrees to be responsible for any and all associated costs or repairs that may arise from any damages or problems caused as a result of this alteration.
5. The Owner agrees to engage qualified personnel to perform all work related to the alteration.
6. The Owner agrees that the Strata Corporation's common Insurance Policy will not cover these alterations and that these alterations will not be registered on the Site Plan of Strata VIS 5366

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7. The Owner agrees that any permission granted to alter common property becomes null and void one full year after the date when permission was granted as recorded in the strata council minutes
8. The Owner agrees that any not yet commenced or completed alteration is not transferable upon any sale.
9. The Owner agrees that this Form will become part of the FORM B (information Certificate) that is issued for this Strata Lot at time of a Sale, or Change of Title. This is to ensure the new Owner is aware of all responsibilities associated with this request.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature: of Owner

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_