

**NOTICE TO OWNERS**

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| **in-suite Renovations and alterations** |  |

Dear Owners:

**Please ensure you are actually the Owner of the unit! Are you even on title?**

Please note that the expectations around renovation approvals and indemnity agreements are becoming somewhat unreasonable once again. Council and Management endeavor to approve all reasonable renovation requests in a timely and efficient manner, however, **renovation approvals are not instantaneous.** Furthermore, if you have not completed on your sale and you are not in possession of your new property, you are not the registered Owner on title and you cannot be granted approval or sign an indemnity agreement for a unit that you do not officially own. Please note that your request for renovations will not even be looked at or considered until **after** you are the registered Owner of the strata lot.

Please also do not pre-book any trades until after you have received Council approval. Once Council has communicated their approval to the Strata Manager then the applicable paperwork will be prepared, and the Indemnity Agreement signed by the strata lot Owner **must** be returned to management before any work may commence.

And to current Owners where a purchaser requests that you obtain renovation approval on their behalf so that they can get started immediately… Please seek legal advice regarding this matter as you could be indemnifying the Strata Corporation and essentially “on the hook” if anything goes wrong with the renovation/contractor even though you have sold and left the building.

**Your anticipated cooperation is appreciated.**

**Your Strata Council and FirstService Residential BC Ltd.**