

To all non-resident owners at MTCC 878

Illegal or non-compliant landlords continue to be our greatest unnecessary expense. This corporation spends inordinate time and money chasing landlords. Landlords and tenants are beyond the purpose of this Corporation. Of course, we have many exemplary landlords; they will appreciate and understand why this reminder is required.

Reminders to landlords

1. Owners must give Security a copy of their ownership documentation, either in the form of their **original accepted purchase agreement** or the **Land Transfer** document. Photo identification from the owner will be compared to the name listed on a verifiable ownership document. One document may not be adequate to demonstrate both ownership and identity of the owner.
2. Landlords must be immediately available to their tenants. The Management office does not deal with tenants. **We need basic legal paperwork but we do not do the landlord's job.**
3. Tenants must know the landlord's full name, full address and phone numbers.
4. There are **no** same-day moves allowed.
5. There are **no** walk-ins allowed.
6. There are **no** phone-call registrations allowed.
7. There are **no** fax registrations allowed.
8. There are **no** e-mail registrations allowed.
9. There are **no** sublets allowed.
10. There are **no** rooming houses allowed.
11. There are **no** short-term rentals allowed.
12. There are **no** partial leases allowed. Every tenant is named in the lease.
13. There are **no** partial moves allowed. The whole unit of tenants arrives together and that same whole unit of tenants leaves together, at least one year later.
14. All tenants must move in at the same time and those same tenants must move out at the same time, one year later. There is no such thing as "*he moved out, so now she can move in*".
15. **Landlords must accompany all their tenants to register with Security on a Monday to Thursday, 8:00 to 4:00 pm, or Monday nights until 9:00 pm.**
16. Landlords must give tenants a copy of the MTCC 878 Rules dated November 15, 2013. These rules will be strictly enforced by management and security.
17. The landlord pays for repairs, clean-ups and other charges. Not the tenant.
18. Landlords must perform due diligence. It is not difficult to predict what type of people will destroy a unit, dump garbage or disturb other residents.
19. Do not demand more than first and last month's rent from your tenants: you will be reported as soon as tenants learn that certain landlord behaviours are illegal.
20. Please do not use our building as the landlord's office. Please go to a coffee shop or interview tenants inside the unit.

Thank you. Management and the Board of Directors - January 4, 2014