

**IMPORTANT INFORMATION FOR GARDEN TOWERS**

**MAIN OFFICE** (403) 262 - 9711 For any of your apartment home living concerns

**EMAIL** [info@garden-towers.com](mailto:info@garden-towers.com)

**AFTER HOURS** (403) 371 - 2249 For fire, sewer back up, flood, loss of heat, smell of gas, elevator malfunctions, power outages.

**FOR YOUR SECURITY NEEDS – noisy parties, unwanted people in building, etc. please call  
GUARDTECK 403 619 9032**

**POLICE** (403) 266 – 1234 For non-life threatening situations – noise complaints, etc. Please call **911** for life threatening emergencies.

**DO NOT UNDER ANY CIRCUMSTANCES ALLOW ANYONE IN THE BUILDING. IF THEY BELONG  
IN THE BUILDING THEY HAVE THEIR OWN WAY IN. THIS IS FOR THE PROTECTION OF ALL  
RESIDENTS.**

**SWIMMING POOL OPEN 8:00 A.M. TO 11:00 P.M. – Proper swim attire is expected and no  
smoking, drinking or food is allowed at the pool. Play Safe and Enjoy**

**FITNESS CENTER OPEN 8:00 A.M. TO 11:00 P.M.**

**ALL FACILITIES ARE USED AT YOUR OWN RISK. PLEASE MAKE SURE ANYONE 16 AND UNDER  
IS ACCOMPANIED TO THE POOL AND FITNESS ROOM BY AN ADULT!!**

#### INSURANCE

As per your signed lease agreement, each tenant is required to have an up to date insurance policy at all times. Please provide your policy number on the attached form.

The owner and/or owner's agent is not responsible and does not have any legal responsibilities for your personal property. You are responsible for your own property. As well, should you have a fire or flood, you are responsible for the fire department charges and you are open to being sued by your neighbours, etc.

#### ELEVATOR

Please call the office to book the elevator (403) 262 – 1178 when moving large items to ensure you get the time you want. If moving after regular hours please call the on -call staff at (403) 371 – 2249 to assist you.

#### GARBAGE DISPOSAL AND RECYCABLES

All household garbage must be tied up and placed in the bins provided in the garbage room at the rear exit of the building. Please take out household garbage on a regular basis throughout the week to avoid pests and/or bad odours. As well, the bins are overloaded on weekends because of people saving garbage all week. Thank you.

A cardboard bin is provided for your recyclable cardboards – please flatten all boxes to place in bin.

#### HEATING AND PLUMBING

In cold weather do NOT leave the windows open. The hot water in the pipes can freeze in less than 3 minutes. This can result in major damage – the pipe can then burst and cause a huge flood to the floors below – destroying carpets, drywall and furniture.

#### ELECTRICAL APPLIANCES

The Tenant shall not bring on to the premises or into the building any major electrical appliances or apparatus such as a dishwasher, air conditioner or washer/dryer.

#### SMOKE DETECTORS

Your suite is equipped with a working smoking detector for your safety. Please check the detector weekly by pressing the test button. Test the smoke detector each month by lighting a candle and allowing the smoke from the extinguished candle to go into the smoke alarm. To stop the alarm, simply wave a newspaper at it to clear the smoke from the chamber.

If you find the smoke detector does not work, it is probably the battery. If, after purchasing and installing a 9 Volt battery, it still does not work, contact the office immediately so we can replace the smoke detector.

Once per year, vacuum the smoke alarm to clear any accumulated dust.

FIRE EVACUATION
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If the fire alarm sounds or if you suspect a fire:

1. Alert everyone in your suite.
2. Check the suite door for heat before opening.
3. If safe, leave the suite immediately, close the door behind you. Proceed to the nearest stairwell exit. **DO NOT USE THE ELEVATOR.** It may stop on the floor of the fire or the power may fail.
4. If one fire exit is blocked, please use the other stairwell.
5. When you get downstairs, do not congregate in the front lobby, move completely clear of the building. This is for your safety and to allow emergency crews clear access to the building.

If you become trapped (if the fire blocks your access to the exits):

1. Close your apartment door.
2. Call 911 and make them aware of your location and situation.
3. Fill the bathtub with water to insure a quick supply of wet towels.
4. Place wet towels along the floor at the bottom of the door.
5. Hang out a sheet or bright object to signal for help.
6. Do not attempt to jump or climb down. Please wait for the Fire Department Rescue Team to arrive.

**Bentley Investments Ltd.**

**New Tenant Information Sheet**

**Please complete the attached form and return it to the office as soon as possible. This information is required to set up your suite in the intercom system so your guests can advise you when they arrive.**

When visitors arrive, they will need to enter your suite number into the intercom. The intercom will then ring on the telephone and you just need to depress 9 to let them in. If you have Shaw, you can turn your TV to channel 117 to visualize who is at the door.

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Unit Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Emergency Contact:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

DO YOU NEED ASSISTANCE IN CASE OF AN EMERGENCY: \_\_\_\_\_

IF YES, REASON FOR ASSISTANCE: \_\_\_\_\_

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## SMART CARD AGREEMENT

The undersigned acknowledge the receipt of \_\_\_\_\_ Coinamatic Smart Card(s) bearing identification # \_\_\_\_\_ # \_\_\_\_\_

The undersigned is a Resident of Westview Heights and hereby agrees to the following terms:

1. The aforementioned Smart Card(s) is the property of Bentley Investments Ltd.
2. The card must be returned to Bentley Investments Ltd. upon termination of the lease.
3. Tenants not returning the cards when vacating must pay a \$25.00 fee or have the replacement fee deducted from their security deposit.
4. Lost/Misplaced cards are subject to a \$25.00 replacement fee.
5. Bentley Investments Ltd. will not refund any credit left on the Smart Card(s).

\_\_\_\_\_  
(Cardholder)

\_\_\_\_\_  
(Cardholder)

\_\_\_\_\_  
Suite #

\_\_\_\_\_  
Acceptance Date