

Dosanjh Millard Property Management  
1950 Blanshard St  
Victoria, BC, V8T 4J3

Tenants of 1220 Braithwaite

The following issues have been brought to my attention and it is important that for that they are addressed for the good of inter tenant relationships and the relationship between tenants and the property management.

The following are the issues and the solutions that will be used to rectify said situations:

- 1. Parking: each unit gets 1 parking spot which is indicated by the number on the wooden logs on in the parking lot. Visitor parking is on the side of the building near the garbage area. Recreational vehicles, boats ect are not to be parked on the property without the expressed written consent of the property manager. Any vehicles not following the above conditions, or parked in the fire lane, will be towed at the owner's expense.**
- 2. Garbage collection: Russ will email Justin when the garbage bin is 80% full and collection will be called immediately following the receipt of that email. Sincere apologies for the lack of garbage pickup this situation will be not occur.**
- 3. Rent Payment: Rents are to be paid on the last day of the month either to Russ or at the office at 1950 Blanshard St. Victoria BC. Justin will make one trip to pick up rents and will communicate the time of this pick up to Russ. IT IS THE TENANTS RESPONSIBILITY TO PAY THE RENT ON TIME NO THE PROPERTY MANAGER'S RESPONISBILITY TO PICK UP THE RENT AT THE TENANTS DISCRETION. Any rent not received by the second of the month will receive a ten day notice. A ten day notice gives you 5 DAYS TO PAY IF THE RENT IS NOT PAID WITHIN 5 DAYS YOU HAVE 5 MORE DAYS TO VACATE THE PREMESIS.**
- 4. The following repair issues will be solved within the next 15 business days:**
  - Pipe in laundry area to be fixed.
  - Lock on #1 to be replaced
  - Flooring in #4 washroom to be replaced
  - Gutters to be fixed.
  - Entry points for pests to be eliminated
- 5. Common storage areas are not the property of any one tenant they are to be shared by all and are for the use of all tenants.**

Thank you very much for your cooperation in these matters. Ownership has been sent a copy of this letter, and is fully aware of all events taking place at 1220 Braithwaite.

Thanks

Justin Smith

