



**ALTERATION AGREEMENT – STRATA CORPORATIONS**

I/we are advising the Strata Council of the \_\_\_\_\_ Name of Strata \_\_\_\_\_ to  
install/remove/modify the following Interior

of Strata Lot #: \_\_\_\_\_ ;

Street address: \_\_\_\_\_ ;

Name of Home Owner: \_\_\_\_\_ ;

1. Description of alteration (the description should include the material specifications and  
should attach the architectural drawings, if one is provided).

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2. Conditions and Strata Lot Owner Agreement:

- a. All work will be done in accordance with the relevant codes and regulations and that all permits and certificates; including but not limited to: building, electrical, plumbing and structural, will be obtained and copies provided to the Strata Council.
- b. All contractors used are to be covered by WCB and have a minimum of \$2,000,000 liability coverage (the contractor WCB number and their insurance agent and policy number are to be provided to the Strata Council).
- c. The owner agrees to amend their Home Owner’s Insurance Policy to increase the Betterment and Improvement coverage to include the alteration.
- d. The owner agrees to be liable for all expenses related to the alteration and will maintain and repair the alteration.
- e. The owner agrees to waive the liability of the Strata Corporation, Strata Council and individual owners for any injury or financial loss resulting from the installation or operation / use of the alteration and for any liability and responsibility for the repair and maintenance of the alteration.
- f. The owner agrees to reimburse the corporation for any additional strata corporation insurance premiums that may be necessitated by the proposed alteration.

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- g. The owner agrees to notify all prospective purchasers that the alteration is the owner’s improvement and that the repair and maintenance of the alteration is the responsibility of the new owner.
- h. The owner agrees to any legal costs associated with the creation of a contract or user agreement and agreement for costs, if the alteration is significant and requires legal services.

By the signing of this agreement, I/we agree to pay the full costs of the proposed action and to save harmless the strata corporation from any and all claims and subsequent costs related to the proposed action, and to reimburse the corporation for any additional strata corporation insurance premiums that may be necessitated by the proposed action.

The Strata Council may deliver any notice signifying its decision concerning this request in writing to my/our strata unit, and I/we agree to comply with this decision within seven (7) days of delivery of the notice, after which the Strata Council may act without further notice to me/us at my/our cost.

I/we agree to reimburse the Strata Corporation its invoice to me/us, including costs of restoring Limited Common Property/Common Property/Interior of my/our strata unit if the proposed action results in any structural removals or unauthorized alteration of my/our strata unit structure or ground surfaces.

I/we agree that I/we will maintain any addition to the Strata Unit at my/our full expense.

This undertaking is an indemnity which is both personal and real, and is binding on my/our estate, and to any subsequent owner of this strata unit and to that end, Strata Council may cause a caveat to be registered against the title to my/our strata unit.

This undertaking, by my/our signature(s) below, signifies my/our understanding and acceptance of the conditions imposed herewith by Strata Council:

Date: \_\_\_\_\_ Strata Lot #: \_\_\_\_\_

Address: \_\_\_\_\_

Strata Unit Owner(s) Signature(s): \_\_\_\_\_  
\_\_\_\_\_

**Request submitted to:**  
**Bayview Strata & Rental Services**  
**141 Memorial Avenue, PO Box 141**  
**Parksville, BC V9P 2G9**

[reception@bayviewmanagement.ca](mailto:reception@bayviewmanagement.ca)  
**Fax – 250.586.1102**