



**ATTENTION OWNER(S)**  
**ESPANA – BCS 3437**

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**Short Term Rental – Registration**  
**(Reminder for those who did not submit forms as asked earlier)**

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Hello Espana Owners,

As per the Owners directives at November 1, 2018, Annual General Meeting the Strata Council is asking all Owners to complete the new STR (Short-Term Rental Registration) form attached below.

**All Owners even who are not intending to do short-term rentals must complete this form and mark NO on the form.**

Copies are also available at the Concierge desk located at 689 Abbott or on the Espana's website at [www.espanacondos.com](http://www.espanacondos.com) to download and print.

The short-term rental registration form must be returned to the PQ Office by April 1, 2019. For your convenience they can be dropped off at the Concierge's desk at 689 Abbott St. Fines will be applied if the unit is used for short term rentals and the form is not submitted. Please refer to the bylaws below.

If you have further questions, you can contact the Concierge's desk or e-mail Senior Property Manager, Paul Kral at [pkral@pacificquorum.com](mailto:pkral@pacificquorum.com).

Thank You for your cooperation!!

Strata Council & Management

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**21.2** *The following applies to the use of part or all of a strata lot for short-term accommodation purposes:*

- (a) *For the purposes of these bylaws:*
- (i) *“bed and breakfast accommodation” means the use of part or all of a strata lot as temporary accommodation where the rate includes breakfast provided in the strata lot;*
  - (ii) *“booking” means a confirmed reservation of part or all of a strata lot as short-term accommodation;*
  - (iii) *“principal residence unit” has the definition set out in the City of Vancouver’s Zoning and Development By-law;*
  - (iv) *“short-term accommodation” means temporary accommodation for a period of less than 30 days;*
  - (v) *“short-term occupant” means an occupant who licenses the use of all or part of a strata lot for short-term accommodation purposes.*
- (b) *A resident may only permit part or all of their strata lot to be used for short-term accommodation purposes and, without limiting the generality of the foregoing, enter into a license for the use of part or all of their strata lot, if:*
- (i) *the strata lot is the resident’s principal residence unit;*
  - (ii) *the strata lot is not being used as bed and breakfast accommodation at the same time;*
  - (iii) *no more than one booking per strata lot is permitted at one time;*
  - (iv) *the resident obtains the prior written approval of the strata council to permit part or all of their strata lot to be used for short-term accommodation purposes, which approval must not be unreasonably withheld and will automatically be revoked if the resident’s license to permit the use of part or all of their strata lot for short-term accommodation purposes from the City of Vancouver expires or is cancelled or voided;*
  - (v) *as part of an application for approval under bylaw 4.7(b)(iv), the resident provides to the strata council proof of home insurance covering their strata lot for the purposes of short-term accommodation and proof of general liability insurance of a minimum of \$5,000,000;*

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- (vi) *as part of the application for approval under bylaw 4.7(b)(iv), the resident provides to the strata council the form provided by the strata corporation with the strata lot number, license number, emergency contact, and the proposed length of short-term accommodation operation;*
- (vii) *prior to permitting the use of part or all of their strata lot for short-term accommodation purposes, the resident obtains a license to do so from the City of Vancouver and provides a copy of same to the strata council;*
- (viii) *the resident pays to the strata corporation annual fee of \$100.00 for the use of the common property by the short-term accommodation occupant of their strata lot; and*
- (ix) *without limiting the generality of bylaw 4.1(d), the resident and any short-term occupants of the strata lot comply with the City of Vancouver's Zoning and Development By-law and License By-law.*
- (c) *Without limiting the generality of bylaws 4.4 and 4.5, inclusive, an owner is responsible for the acts or omissions of a short-term occupant of their strata lot.*
- (d) *A resident or visitor must not use, or permit to be used, a third party key transfer service.*
- (e) *The strata council may revoke, for a maximum of six (6) consecutive months, the approval given to a resident to permit part or all of their strata lot to be used for short-term accommodation purposes, if, within a 2 year period, at least three (3) fines have been imposed for contraventions of this bylaw 4.7 by the resident and/or bylaw contraventions by a short-term occupant of the strata lot.*
- (f) *A short-term occupant must not sub-license the use of part or all of a strata lot.*
- (g) *A resident permitting part or all of their strata lot be used for short-term accommodation purposes in accordance with this bylaw 4.7 must provide to each short-term occupant of their strata lot a copy of the bylaws and rules of the strata corporation adopted from time to time prior to each short-term occupant licensing the use of part or all of the strata lot.*
- (h) *A resident must ensure that a booking is only made through visitor-verified sites and that the ID of the short-term occupant is verified through the booking platform.*
- (i) *The strata corporation may fine an owner or tenant a maximum of \$200.00 for each contravention of this bylaw.*

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## FORM STR

# Short-Term Accommodation Registration Form

All owners need to complete and sign this form.

STRATA LOT # \_\_\_\_\_ SUITE NUMBER# \_\_\_\_\_ TOWER: A / B / C

WILL YOU BE HOSTING SHORT-TERM RENTALS IN YOUR STRATA LOT:

- NO  
 YES (FILL IN INFORMATION BELOW)

HOST CONTACT INFORMATION:

NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REQUIRED ATTACHMENTS:

- COPY OF SHORT-TERM RENTAL BUSINESS LICENSE  
 COPY OF INSURANCE DECLARATION PAGE

ESTIMATED LENGTH OF OPERATION: \_\_\_\_\_ NIGHTS PER CALENDAR YEAR

BOOKING PLATFORM: \_\_\_\_\_

### IMPORTANT NOTICE:

As part of the application for approval under bylaw 4.7 (b) (vi), please fill out Form STR (Short-Term Accommodation Registration Form) with the Espana Concierge, pay a \$100.00 annual registration fee (a cheque payable to BCS 3437), and provide copies of your short-term rental business license and proof of home insurance covering your strata lot for the purposes of short-term accommodation and proof of general liability insurance.

As a reminder, owners are responsible for providing each short-term occupant of their strata lot a copy of the bylaws and rules of the strata corporation prior to each short-term occupant licensing the use of part or all of the strata lot. Furthermore, owners are responsible for any fines incurred.

SIGNATURE OF OWNER: \_\_\_\_\_

**ACKNOWLEDGED THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, 201\_\_\_\_.

SUBMIT COMPLETED FORM TO APPLICABLE PACIFIC QUORUM OFFICE VIA FAX, EMAIL OR MAIL  
**PRIOR TO LISTING YOUR SUITE (IF BYLAWS PERMIT)**

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