



Calgary Apartment Association

Code of Ethical Principles

The following Code of Ethical Principles has been adopted by the Board of Directors of the Calgary Apartment Association and is a condition of membership, forming part of the obligation of a member of the Calgary Apartment Association. Any breach of the Code of Ethical Principles may result in the suspension or termination of membership.

1. Members shall act in a manner that is consistent with the Calgary Apartment Association's reputation in Calgary as a highly regarded, professional and principled organization that believes its members should treat owners and managers, service providers, tenants and others with courtesy, fairness and respect.
2. Members have a fundamental responsibility to safeguard and advance the interests of the Calgary Apartment Association. This implies acting with trustworthiness, integrity and objectivity. This responsibility extends beyond a member's own behaviour to the behaviour of colleagues, employees and other members of the Calgary Apartment Association.
3. Members shall cooperate and extend the effectiveness of the Calgary Apartment Association by exchanging information and experiences, offering suggestions for improvements and encouraging research in matters affecting the residential rental industry.
4. Members shall strive to continually upgrade their knowledge and skills through education and training in the areas in which they practice as professionals.
5. Members shall honour the trust bestowed upon them by others.
6. Members shall avoid conflicts of interest and shall carry on work in a manner that will enhance the image of their profession and the Calgary Apartment Association. This includes acting openly and fairly towards others in the practice of their profession.
7. Members shall comply with all federal, provincial and municipal laws and regulations as they apply to their business and the residential rental industry.



ABOUT THE CALGARY APARTMENT ASSOCIATION **“A LANDLORD’S MOST VALUABLE RESOURCE”**

4653 MacLeod Trail S.W. Calgary AB T2G 0A6
Phone: (403) 265-6055 Fax: (403) 265-9696

Please allow us to provide you with some information about the Calgary Apartment Association. We are a registered non-profit society, formed in 1959, and our membership totals close to 600 members. There are two categories of membership: Owners and Managers of residential rental property; and, Service Companies or Businesses that provide a product or service in support of the residential rental industry.

Our Owner / Manager members represent holdings totaling about 50,000 rental units. They include the largest landlord in the province and the largest of property management companies, right through to landlords who have one rental unit, such as a house, condo, townhouse or basement suite. Our fastest growing category of Owner / Manager membership is the smaller rental unit holder, people who have less than 10 units.

Our Service Members provide a wide variety of services and products. Many of these members offer discounts, and the majority participate in the annual Trade Show where they showcase their products and services to the hundreds of Owner / Manager members who attend this Free Show at the Big Four Building.

The Association's primary focus is to help our members by providing information, assistance, guidance and referrals. Members requiring assistance or an answer to their question usually find a simple call to our office is all that's needed.

We also provide our members with useful information through our educational seminars and courses. Networking is an extremely valuable way to learn from others in the industry and to this end we offer a variety of opportunities for our members to get together: monthly educational seminars and luncheons; courses, annual golf tournament, and of course the Trade Show.

Last, but not least, members can take advantage of the many discounts that are available through the Association, from the purchase of forms and other documents, educational programs and the offerings of many of our service members. We sell copies of the legislation and all of the forms that Owners and Managers require to operate their business.

If you have not already done so, we invite you to check out our website at www.calapt.org for more information about the Calgary Apartment Association.

We believe every person who owns and rents out residential property benefits from membership in this Association, as there is much to learn from others. We are able to speak from a position of strength in our positive relationship with the government, especially on issues related to the legislation that governs the residential rental industry.

If you have any questions or we can be of further assistance, please give us a call.

**The Calgary Apartment Association
has Leases, Offer to Lease Forms, Inspection Reports,
Notices and Books Available for Sale**

*Prices subject to change without notice
Shipping and handling charges apply*

*These two and three-part NCR forms, notices and books are featured for sale at all luncheons,
or can be ordered or picked up immediately by contacting
The Calgary Apartment Association, 403-265-6055
4653 Macleod Trail SW T2G 0A6*

FORMS

<i>Cost (per package of 50)</i>	<i>Members</i>	<i>Non-Members</i>
▪ Offer to Lease Forms	\$25.00	\$40.00
▪ Inspection Reports	\$40.00	\$60.00
▪ Residential Tenancy Agreements (Leases)	\$40.00	\$60.00

<i>Cost (per package of 25)</i>	<i>Members</i>	<i>Non-Members</i>
▪ Offer to Lease Forms	\$15.00	\$25.00
▪ Inspection Reports	\$25.00	\$40.00
▪ Residential Tenancy Agreements (Leases)	\$25.00	\$40.00

<i>Cost (per package of 10)</i>	<i>Members</i>	<i>Non-Members</i>
▪ Offer to Lease Forms	\$10.00	\$15.00
▪ Inspection Reports	\$15.00	\$30.00
▪ Residential Tenancy Agreements (Leases)	\$15.00	\$30.00

<i>Special Smaller Packages</i>	<i>Members</i>	<i>Non-Members</i>
Pack of 1 (1 of each)	\$10.00	\$20.00
Pack of 5 (5 of each)	\$25.00	\$40.00
Pack of 10 (10 of each)	\$35.00	\$60.00

NOTICES	<i>Members</i>	<i>Non-Members</i>
<i>Cost (per package of 20)</i>	\$20.00	\$35.00
<i>Cost (per package of 10)</i>	\$15.00	\$25.00
<i>Cost (per package of 5)</i>	\$10.00	\$15.00

- Landlord's Notice To Tenant - Termination Of A Periodic Tenancy
- Landlord's Notice To Tenant - Termination Of Tenancy For Substantial Breach
- Landlord's Notice To Tenant - 24 Hour Notice Of Termination Of Tenancy
- Landlord's Notice To Tenant - To Enter Premises
- Landlord's Notice To Tenant - Of Rental Increase
- Security Deposit - Statement Of Account
- Landlord's Notice To Vacate To Person(s) Who Are Not Tenants
- Tenant's Notice To Landlord - Termination Of A Periodic Tenancy
- Notice Of Default Of Lease

	<i>Members</i>	<i>Non-Members</i>
NOTICE PACKAGE: 1 of each of the above 9 notices	\$15.00	\$30.00

PUBLICATIONS	<i>Members</i>	<i>Non-Members</i>
Set: "Residential Tenancies Act" and "Ministerial Regulations"	\$10.00	\$15.00

SPECIAL PACKAGE OFFER:	<i>Members</i>	<i>Non-Members</i>
Set of 9 notices & Residential Tenancies Act & Ministerial Regulations	\$20.00	\$40.00



Upcoming Events Calgary Apartment Association 2010

Seminars and Luncheons are held at the Blackfoot Inn

January 21	Seminar & Luncheon
February 18	Seminar & Luncheon
March 18	Seminar, Luncheon & Annual General Meeting
April 15	Seminar & Luncheon
May 20	Seminar & Luncheon
June 10	Seminar & Luncheon
September 16	Seminar & Luncheon
October 21	Trade Show – Lower Level, Big 4 Building
November 18	Seminar & Luncheon