



RENT INSTRUCTIONS

1. RENTAL PAYMENT OPTIONS

Rent is due on the first day of every month. Make sure your payment is on time to avoid late fees!

1. Email Money Transfer: send rental payment to rent@realtyexecutivesfocus.com and use your Lease ID# as the password
2. Post Dated Cheques: Make all rent payment cheques payable to Realty Executives Focus. Mail or deliver all post dated cheques to #202 - 9835 104 St, Fort Saskatchewan, AB, T8L 2E5

2. UTILITY PAYMENTS

If you are required to pay utilities please send confirmation of all utility accounts to the Landlord! Below are the recommended utility account providers in our area. You are welcome to use any provider available in your jurisdiction. Also listed below include phone and internet providers.

1. Gas: Direct Energy Regulated Services 1-866-420-3174
2. Power: Epcor 310-4300
3. Water/Sewer/Garbage: Edmonton (Epcor 310-4300) Fort Saskatchewan, Sherwood Park, St Albert all utility accounts for this service are managed through the municipality and additional information will be provided to you.
4. Cable and Internet: Shaw 1-888-472-2222; Telus 1-888-811-23423

3. EMERGENCIES

If there is a fire emergency or personal safety emergency call 9-11

If you have an after hours emergency: flood, water leak, no heat or water, mechanical issue that is causing ongoing damage to the property call us 24/7 immediately. 780-628-6683

Realty Executives Focus Rental Hotline 780-628-6683

4. TENANCY INSURANCE

Please remember to send copy of tenancy insurance within 15 days to rent@realtyexecutivesfocus.com

5. GIVING NOTICE

You are able to give notice with regards to your lease agreement to us via email, mail, or fax. Here is our contact information.

Realty Executives Focus
Email: rent@realtyexecutivesfocus.com
Mail: #202 - 9835 104 st, Fort Saskatchewan, AB, T8L 2E5
Phone: 780-628-6683
Fax: 587-409-4940

The Tenant confirms they have received a copy of these instructions. Initials: _____