



# Kay Four Quarterly

A Quarterly Newsletter Published by Kay Four Properties Inc.

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## Frozen Windows and Patio Doors

Condensation and ice build up on windows and the patio doors often occurs in cold weather. Aside from condensation and ice blocking sunlight and the view, it can also cause physical damage to the windows, window tracks, frame and drywall. The best way to minimize this problem is by keeping the humidity level in your suite as low as possible. This can be done by:

- Turning on fans to move the air in your suite
- Keeping drapes and blinds open during the day to prevent moisture from getting trapped behind them on the window
- Opening the window a few inches for ten minutes each day
- Wiping any accumulated condensation on the window and frame will help reduce mildew build-up
- Run your washroom and kitchen fans for at least 30 minutes after cooking or bathing
- Running a dehumidifier in your suite

The humidity and resulting build up of condensation on your windows can cause water damage in your suite and to the tenant below you. Please check your windows for condensation daily and take the steps above to prevent it from happening.



## Rent Receipts and Income Taxes

We are distributing your 2020 rent receipt with this copy of the Kay Four Quarterly. Please keep it in a safe place as you may be asked for it by the Canada Revenue Agency or your income tax preparer. Should you misplace your receipt, reprints are available from our office at a cost of \$20.00 each.

The Manitoba Education Property Tax Credit provides a maximum credit of \$700.00 on your income tax return, which is reached after \$4,750.00 in rent has been paid. No additional credit is received from amounts paid over \$4,750.00.

As only one credit can be claimed per address, our office is unable to issue multiple receipts in different names, or split the amount of rent paid.



## COVID19 Reminder

The safety of our staff and tenants is of paramount importance at Kay Four Properties. We thank so many of you for working co-operatively with us as we all go through the COVID19 pandemic together.

Please remember that you are required to wear a mask while inside the building except when you are in your suite. **You are subject to being reported to Provincial authorities if you are found violating the mask rule.**

We also ask all tenants to continue following all public health orders and advice. Together we will get through this pandemic and be the stronger for it.

We also thank any of our tenants who are working in essential services, especially front line health care workers and grocery store employees.

Wear a mask, wash your hands regularly, stay well and stay safe.

## Celebrating Long Time Employees

Just over 25 years ago, on October 1, 1995, our company changed ownership and management but has continued as a family owned and operated business. Our current owners are related to the previous owners. We are very proud that our company has been family owned and operated for over 60 years.

A leading job search website indicates that as of 2020 the average employee stays at their job for just over 4 years. People who like their jobs and their employers stay longer and that speaks to our owners and employees.

We are proud that more than a third of our employees have been with Kay Four Properties for longer than 4 years. Many have been with us for more than a decade. We thank the following for their years of service:

5-9 years: Murray Greenfield, Marlene Pastetnik, Ludy Reyes, and Rodolfo Salvame

10-20 years: Mary Anderson, Courtney Burfoot, Nelson Medeiros, and Mario Toupin

25+ years: Avrom Charach, Lyle Taylor, Myles Taylor and Members of the Katz family.

*Thank you!*

## Snow Removal

Winter is here and your parking lot will require plowing after snow accumulation or heavy snowfall. Now is an excellent time to ensure that your vehicle is operational and can be moved out of the parking lot when plowing is required. We remind you that non-operational or unlicensed and uninsured vehicles can not to be stored in the parking lot at any time. Snow clearing is impeded as a result of you leaving those types of vehicles in the parking lot.

Every winter, we find that there are some tenants who neglect to move their cars for plowing. Not only does this prevent neighbouring stalls from being cleared properly, but it takes extra time for the contractor to maneuver around your vehicle, and they may accidentally hit your vehicle.

Tenants are always given sufficient notice to move their vehicles before snow clearing. The notice is given with the expectation that tenants will use that time to ensure that their car will start, or to find someone to move the vehicle if they are not able to do so themselves.

As this is an ongoing problem, we may tow vehicles your expensed to ensure that all stalls are cleared properly.

We thank you in advance for your cooperation.

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## Special COVID 19 Income Tax Rule for Working from Home

The Government of Canada has announced that due to COVID 19 the work at home tax rules will be different for 2020. Here are the 2020 eligibility rules as found in the CRA website:

“You are eligible to claim a deduction for home office expenses for the period you worked from home, if you meet **all** of these criteria:

- you worked from home in 2020 due to the COVID-19 pandemic **or** your employer required you to work from home
- you worked more than 50% of the time from home for a period of at least four consecutive weeks in 2020
- have a completed and signed Form T2200S or Form T2200 from your employer (**only applicable if the detailed method is used to complete the claim**)
- the expenses are used directly in your work during the period

The use of a shorter qualifying period will ensure that more employees can claim the deduction than would otherwise have been possible under longstanding practice.”

