



Request for Strata Corporation Records and Documents

Name of Person Requesting Documents: _____

Company Name: _____

Phone No. _____ Cell No. _____ Fax No. _____

E-mail Address: _____

Civic Address of Strata Property: _____ Strata Plan No: _____

Strata Lot Owners' Name: _____

Documents and Records Requested:

Please mark the applicable box clearly with an 'x' to indicate your request.

Strata Minutes:

From _____ / _____
Month Year

To _____ / _____
Month Year

- Strata Council Meeting(s)
- Annual General Meeting(s)
- Extraordinary Meetings(s)
- Special General Meeting(s)
- Meetings of Executive Members of any Section

Note: If all documents for the period requested are not included, please provide an explanation.

Information Certificate (Form B) attaching the Rules, Current Budget, Developer's Rental Disclosure Statement (if any) & the most recent Depreciation Report (if any).

Current Bylaws (and/or any section to which the strata lot belongs)

Current monthly financial statements including year to date information

Most recent fiscal year end financial statement

Registered strata plan

*** the full strata plan will be provided attaching:**

- Face page
- Unit entitlement information (Form 1)
- Pages specific to the Strata Lot in question
- Dealings affecting common property

Note: To ensure you are receiving the most current information it is strongly recommended that this information be obtained directly from the Land Titles Office.

Engineer's Reports

An e-mail will be sent with details of reports (s) for you to review (if any)

As owner of Strata Lot # _____ I, hereby authorize _____ of

_____ to obtain any and all of the above requested information/documents.

Signed _____ Date: _____