

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).**

☐ **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 of Strata Lot # _____**

attaching:

- ☐ Face page
- ☐ Unit entitlement information (Form 1)
- ☐ Pages specific to the Strata Lot in question
- ☐ Record of By-laws
- ☐ 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.

Has an engineer's report been completed within the last three years?

☐ **Yes** *If yes, please fill out the following and fax this form to the above mentioned fax number.*

Date of report _____

Company _____

Scope (walls/roof) _____

☐ **No**

Has an engineer's report been commissioned but not yet completed?

☐ **Yes** *If yes, please fill out the following and fax this form to the above mentioned fax number.*

Date of report _____

Company _____

Scope (walls/roof) _____

☐ **No**

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

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

Signed _____ Date: _____