

Request for Provision of Strata Corporation Records and Documents and/or Information Certificate (FORM B) under the Strata Property Act

Name of Person Requesting Documents: _____

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:

Strata Minutes: From _____ / _____ To _____ / _____
Month Year Month Year

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

- 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:** _____