



## 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: \_\_\_\_\_