

Preface to the Forms and Precedents pages

The *British Columbia Strata Property Practice Manual* contains a number of forms and precedents for strata law matters. These are discussed in the chapters of the book, and cross-references are included both behind this Forms and Precedents tab and in the chapters.

The forms and precedents are examples only. Do not rely on them to the exclusion of other resources or without careful consideration of their applicability.

A number of conventions have been adopted to indicate the information needed to complete the forms and precedents. These are as follows:

1. alternatives are shown in italics and enclosed in square brackets; for example, *[he/she]*; and
2. examples, comments, and instructions for filling in case-specific information are shown in italics and enclosed in square brackets.

An effort has been made to use a clear, modern style of legal drafting. Suggestions for improvements in style, as well as content, are welcome.

There is no one correct style for drafting legal documents. It is crucial, however, that these documents be clear and easily understood by the parties whose rights and responsibilities they define. The following are some basic guidelines for clear drafting:

1. organize the content of each document in a logical fashion;
2. use simple, declarative sentences;
3. separate different issues into different paragraphs;
4. use subparagraphs rather than lengthy, run-on sentences to organize related issues;
5. define recurring terms initially, and use capital letters for defined terms and proper names only;
6. draft in a gender-neutral manner;
7. ensure consistency of substance, terminology, and drafting style both within and among documents;
8. refer to the authority relied on (for example, statutory provision, [*Supreme Court Civil Rule*](#)); and
9. scrutinize the finished product carefully to ensure that it correctly states the client's situation and accurately reflects his or her instructions (this is particularly important when drafting from precedents or when first drafts are prepared by legal assistants).