

Request for Strata Corporation Records and Documents

REQUEST MADE OF:

Strata plan #: _____ Civic address of strata property: _____
c/o Strata Council/Manager

IN RELATION TO:

Strata lot #: _____ Strata lot owner's name: _____

Name of person requesting documents: _____

Company name: _____

Licence #: _____ Phone: _____

Email: _____

As the owner of strata lot # _____, I hereby authorize _____ of _____ to obtain any and all of the below requested information/documents.

Signature: _____ Date: _____

Strata Corporation Information obtained from the strata council

- Information Certificate (Form B), attaching all information/documents noted on the Information Certificate that are required, including the rules, current budget, owner developer's Rental Disclosure Statement and most recent depreciation report
- Current bylaws, including those registered in the Land Title Office and any bylaws passed but not yet registered
- Current monthly financial statements (if any), including year-to-date information
- Most recent fiscal year-end financial statement
- Registered strata plan _____
Note: to ensure you are receiving the most current information, it is strongly recommended that this information be obtained directly from the Land Title Office.
- Schedule of Unit Entitlement
- Schedule of Voting Rights
- Any reports obtained by the strata corporation respecting repair or maintenance of major items in the strata corporation, including, without limitation, engineers' reports, risk management reports, sanitation reports and reports respecting any items for which information is, under s. 94, required to be contained in a depreciation report
- Strata corporation insurance certificate
- Warranty information (e.g., for products, such as roofs; New Home Warranty, etc.)
- Environmental reports
- Designations or amendments of limited common property filed or approved, and not yet filed in the Land Title Office
- Air space parcel agreements to which the strata corporation is a party, if any

Strata Corporation Minutes*

From: _____

To: _____

- Annual general meetings
- Special general meetings

Strata Council Minutes*

From: _____

To: _____

Section Information (if applicable) obtained from the section executive

- Information Certificate (Form B), attaching all information/documents noted on the Information Certificate that are required, including the rules, current budget, owner developer's Rental Disclosure Statement and most recent depreciation report

- Current monthly financial statements (if any), including year-to-date information

- Most recent fiscal year-end financial statement

- Any reports obtained by the strata corporation respecting repair or maintenance of major items in the strata corporation, including, without limitation, engineers' reports, risk management reports, sanitation reports and reports respecting any items for which information is, under s. 94, required to be contained in a depreciation report

- Additional insurance

- Environmental reports

- Designations or amendments of limited common property filed or approved, and not yet filed in the Land Title Office

Section Minutes*

From: _____

To: _____

- Annual general meetings
- Special general meetings

Section Executive Minutes*

From: _____

To: _____

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