

# 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

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

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- Most recent fiscal year-end financial statement

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- 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

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- Additional insurance

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- Environmental reports

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- 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.

*This form was created by the British Columbia Real Estate Association, in consultation with the Vancouver Island Strata Owners Association and the Condominium Home Owners' Association of British Columbia.*