



## Owner Information Form

In an effort to provide all owners with comprehensive Strata Community Management we kindly request that all owners complete this form to ensure accuracy of records. This information will also be of value in the event there is an emergency situation at the property, so our office can contact the appropriate parties in order to mitigate any damage to your home/investment.

Name of Owner(s): \_\_\_\_\_

Strata Plan and Strata Lot Number: \_\_\_\_\_

Full Address of Strata Lot:

\_\_\_\_\_

Full Mailing Address (if different from Strata Lot):

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Addresses: *(note: due to a security feature with Shaw emails, you may not receive important communication sent out to owners, therefore please provide an alternative email)*

\_\_\_\_\_

Check this box ONLY if you want hard copies of minutes mailed. By default they are emailed to owners who provide their email to us. We are trying to go paperless and help save the environment by emailing minutes.

Tenant Name (if applicable): \_\_\_\_\_

Tenant Phone Numbers (if applicable) \_\_\_\_\_

Tenant Email Addresses (if applicable): \_\_\_\_\_

\*Owners are reminded the Strata Property Act states that should a strata lot be rented a Form K (Notice of Tenant's Responsibilities) must be submitted to the Strata Corporation for each new tenant. Please go to our website at [www.westcoastpm.ca](http://www.westcoastpm.ca) to obtain a Form K as needed\*

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Emergency Contact Email: \_\_\_\_\_

When the form is complete, please mail or email to:

West Coast Property Management Company LTD.

[info@westcoastpm.ca](mailto:info@westcoastpm.ca)

#208 - 8333 Eastlake Drive, Burnaby BC, V5A 4W2