

Shaded area for Richmond Property Group use only

RPG Building #:

Date Entered Spectra:

☐ Contact Book Updated

SL#:

By:

DEAR STRATA OWNER – IN ORDER TO KEEP OUR INFORMATION CURRENT, PLEASE COMPLETE THIS FORM AND RETURN TO OUR OFFICE AS SOON AS POSSIBLE – PLEASE PRINT CLEARLY.

RESIDENTIAL STRATA OWNER CONTACT INFORMATION

Name of Strata Lot Owner(s) (as registered on title)

Unit #

Street Address

Principal Contact Name (if different from above)

Mailing Address (for billing & notices, etc., if different from strata building address)

Please submit a Form K if a Tenant or family member is renting your unit

Email Address

☐ Yes, I provide my consent to receive correspondence via email

☐ No, I do not wish to receive any correspondence by email

Home Phone #

Work #

Cell #

EMERGENCY CONTACT INFORMATION

THE FOLLOWING IS A LIST OF AUTHORIZED INDIVIDUALS TO CONTACT AFTER THE ABOVE (IN **PRIORITY ORDER**) IN THE EVENT OF AN EMERGENCY WITHIN THE ABOVE PREMISES:

1.

Name

Title or Relationship

Home Phone #

Cell #

2.

Name

Title or Relationship

Home Phone #

Cell #

Are the premises alarmed? No____ Yes____

Alarm company name and phone No.

Name of Insurance Co. or Agent

Privacy Policy & Disclaimer: It is the strata owner's responsibility to inform Richmond Property Group Ltd. (RPG) immediately of any changes to this information. RPG collects this information to communicate with Owners & Tenants to effectively manage property and adheres to and abides by the principles set out in the Personal Information Protection Act of B.C. and Canadian Anti-Spam Legislation.

Authorized Signature:

Date:

Please complete this document and return it to:

Richmond Property Group Ltd.

Fax: 250-388-9945

Mail: 201 – 1537 Hillside Ave., Victoria BC V8T 2C1

Email: admin@richmondproperty.ca