

# RPG OWNER CONTACT INFORMATION

IN ORDER TO KEEP RPG'S INFORMATION CURRENT, PLEASE COMPLETE, *PRINTING CLEARLY*, & RETURN THIS FORM TO OUR OFFICE AS SOON AS POSSIBLE.

YES

NO

**ELEVATOR PADS REQUIRED IF APPLICABLE**

NAME OF STRATA LOT OWNER(S) - AS REGISTERED ON TITLE

UNIT #

STREET ADDRESS

PHONE # TO BE USED FOR ENTERPHONE IF APPLICABLE

PREFERRED NAME FOR DISPLAY ON ENTERPHONE IF APPLICABLE

NO - I do not wish to receive any correspondence by email

YES - I provide my consent to receive correspondence (incl., but not limited to, AGM notice packages, meeting minutes & notices, etc.) via email

EMAIL ADDRESS

EMAIL ADDRESS

NAME

PHONE #:  CELL  LANDLINE

WORK #

NAME

PHONE #:  CELL  LANDLINE

WORK #

MAILING ADDRESS FOR BILLING ETC

CITY

PROVINCE

POSTAL CODE

IF DIFFERENT FROM ABOVE

# EMERGENCY CONTACT INFORMATION

PRIMARY EMERGENCY CONTACT

SECONDARY EMERGENCY CONTACT

RELATIONSHIP TO CONTACT

RELATIONSHIP TO CONTACT

HOME #

YES, THIS CONTACT HOLDS A SPARE KEY TO UNIT

HOME #

YES, THIS CONTACT HOLDS A SPARE KEY TO UNIT

CELL #

NO, THIS CONTACT DOES NOT HOLD SPARE KEY TO UNIT

CELL #

NO, THIS CONTACT DOES NOT HOLD SPARE KEY TO UNIT

**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(S)

DATE

**PLEASE COMPLETE AND RETURN THIS FORM TO RICHMOND PROPERTY GROUP LTD**

**M: 201 - 1537 HILLSIDE AVENUE. VICTORIA. BC. V8T 2C1 • E: ADMIN@RICHMONDPROPERTY.CA • F: 250.388.9945**



**AREA BELOW FOR RICHMOND PROPERTY GROUP ONLY**

DISTRIBUTION UPDATED

P.M. SOFTWARE UPDATED

BUILDING #

STRATA LOT #

INITIALS

YEAR / MO / DAY