

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.

COMMERCIAL STRATA OWNER CONTACT INFORMATION

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

Strata Unit #

Street Address

Company Name or dba Name

Principal Contact Name (if different from above)

Title

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

Email Address

Yes, I provide my consent to receive correspondence via email

No, I do not wish to receive any correspondence via email

Business Phone #

Cell #

Fax #

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 in part to effectively manage property and adheres to and abides by the principles set out in the Personal Information Protection Act of B.C.

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