

Shaded area for Richmond Property Group use only

RPG Building #:
Strata Lot #:

Date Entered:
By:

Contact Book Updated

DEAR STRATA OWNER – IN ORDER TO KEEP RPG’S 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
Email Address		<input type="checkbox"/> YES, I provide my consent to receive correspondence (including, but not limited to, AGM notice packages, meeting minutes & notices, etc.) via email <input type="checkbox"/> NO, I do not wish to receive any correspondence by email	
<p>To keep mailing costs for the Strata Corp. down, we prefer to email documents whenever possible, but your consent is needed to do so. If you do not have email or do not wish to provide your consent, the information will be mailed to your strata address or other address provided.</p>			
Home Phone #			
Name:		Cell #	Work #
Name:		Cell #	Work #

Principal Contact Name (if different from above)		Relationship (family member, POA, Property Mgr., etc.)	
Mailing Address (for billing & notices, etc., if different from strata building address)			Phone #
Tenant Name (please submit a Form K if a tenant or family member is renting your unit)			Phone #

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:

- | | | | |
|---|-----------------------|--------------|--------|
| Name | Relationship to Owner | Home Phone # | Cell # |
| <input type="checkbox"/> YES – This contact holds a spare key to the unit | | | |
- | | | | |
|---|-----------------------|--------------|--------|
| Name | Relationship to Owner | Home Phone # | Cell # |
| <input type="checkbox"/> YES – This contact holds a spare key to the 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: _____ Date: _____

Please complete this document and return it to:

Richmond Property Group Ltd.
Mail: 201 – 1537 Hillside Ave., Victoria BC V8T 2C1
Email: admin@richmondproperty.ca Fax: 250-388-9945