



## OWNER UPDATE FORM

### NEW OWNER:

Name: \_\_\_\_\_ Property Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Parking stall #(If assigned): \_\_\_\_\_ License Plate # \_\_\_\_\_ Locker #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Ph. # \_\_\_\_\_ Bus. Ph. # \_\_\_\_\_ Cell #: \_\_\_\_\_

Will this unit be owner occupied: Yes / No E-Mail: \_\_\_\_\_

If not owner occupied, please provide mailing address for all correspondence.

Owners Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone number(s): \_\_\_\_\_

**\*\*\*Please update our office with all changes noted above as they occur**

Please check your preferred method of condominium contribution payment:

- Pre-authorized Payment Plan (preferable)  
*(Please contact our office for an authorization form)*
- Post-dated Cheques  
*(Please mail or bring one years worth of cheques into our office within 15 days of possession.  
Make all cheques payable to the Condominium Corporation.)*  
*\*Please ensure all correspondence makes reference to the unit number and property location.*

### **PROTECTION OF PERSONAL INFORMATION**

The proceeding information is used by Strategic Property Management on behalf of your condominium corporation to:

- Provide services to you;
- Notify you of any business of the corporation;

The corporation may disclose this information as follows:

- To its board of directors and/or any contractor required to maintain services and facilities that form an integral part of the units or common property.
- When permitted or required by law;
- To a public authority if, in our reasonable judgment, there appears to be an imminent danger which could be avoided by disclosing the information.

Any shared information is done so on a confidential basis. If you have any questions about the collection of your personal information, call us at 780-739-6619 weekdays between 9:00 am and 4:00 pm

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