

## OWNER INFORMATION UPDATE

To ensure efficient communication, please complete and return this form to WRM's office via mail, fax (1-855-673-6414), or email (mailroom@wrm.ca).

**An electronic version of this form is available on our website – [www.wrm.ca](http://www.wrm.ca)**

Date: \_\_\_\_\_

Strata Corporation: \_\_\_\_\_ Strata Lot # \_\_\_\_\_ Unit/House # \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Owner Postal Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ Province or State: \_\_\_\_\_ Country: \_\_\_\_\_

Electronic Address – Primary Email: \_\_\_\_\_

Email 2: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Cell 1: \_\_\_\_\_ Cell 2: \_\_\_\_\_

3<sup>rd</sup> Party Rental Manager (if applicable): \_\_\_\_\_

Rental Manager Phone: \_\_\_\_\_

Rental Manager Email: \_\_\_\_\_

Emergency Contact Details (please include relationship to owner): \_\_\_\_\_

### Access Information (to be used in case of emergency or regular maintenance (e.g., chimney cleaning)):

Please consider providing WRM with keys, door codes, alarm codes and other access information for your property in case of an emergency. We will hold it securely on your behalf.

Alarmed?: Yes / No Alarm Code: \_\_\_\_\_

Door/Lockbox Code?: Yes / No Door Code: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

\*Please email any future changes to access information to [general@wrm.ca](mailto:general@wrm.ca).\*

## PAPERLESS CORRESPONDENCE

Choosing email only communications will save paper and strata postage costs.

Please fill in this form if you do not wish to receive WRM communications by post, such as council meeting minutes and AGM packages. You will continue to receive special items by mail when required, such as updated stickers for parking passes.

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As per the *Strata Property Act of B.C.*, an email notice is deemed to have been given four days after it is emailed; there is no requirement for evidence of receipt.

I understand that as an Owner, it is solely my responsibility to inform WRM Strata Management & Real Estate Services Ltd. (WRM) and the Strata Corporation of any changes to my email address, and that WRM and the Strata Corporation hold no responsibility should the given email address become invalid or email is undeliverable due to full email boxes, spam filters, security settings, etc.

I understand that WRM and the Strata Corporation are not responsible for accidental shared distribution of any personal information.

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**I would like to advise WRM Strata Management & Real Estate Services Ltd. (WRM) and the Strata Corporation that my postal mailing address outside of the strata plan for the purposes of receiving official strata documents or notices is my email address.**

**I would like to receive all correspondence from WRM and the Strata Corporation regarding my strata lot(s) via email only. By going paperless, I understand I can still request documents by post or download from my strata's website (where applicable).**

**I understand that WRM and the Strata Corporation must continue to maintain owners' postal mailing addresses, and I will inform WRM of any changes.**

Strata Corporation: \_\_\_\_\_ Strata Lot Number: \_\_\_\_\_ Unit/House Number: \_\_\_\_\_

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Owner name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address