



# STRATACO MANAGEMENT LTD.

101 – 4126 Norland Avenue, Burnaby, BC, V5G 3S8

Tel: (604) 294-4141 Fax: (604) 294-8956 Email: managers@stratacomgmt.com

Dear Owners:

We ask that you consider taking the time to complete this form to be kept on file (strictly on a voluntary basis). This information will, of course, be kept confidential, and we wish to assure you that our only intent is to enhance our ability to be able to contact you with regards to any emergencies involving your suite (i.e. if you are away on vacation or absent for extended periods of time).

We also request that you provide us with your parking stall number(s) and locker number(s) **(only if applicable)**. This information will help keep our records accurate and avoid any future confusion or problems.

We thank you in anticipation of your cooperation.

Sincerely yours,

**STRATACO MANAGEMENT LTD.**

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(Please print or type for clarity)

Strata Plan # and Name of Strata: \_\_\_\_\_

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

Address of unit: \_\_\_\_\_

Telephone (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

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

Mailing address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Parking stall #(s): \_\_\_\_\_

Locker #(s): \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY** \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Alternate contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Does your emergency contact have a key to your unit? Yes  No

Do you need assistance in case of any emergency? Yes  No

PLEASE ADD ANY ADDITIONAL INFORMATION YOU FEEL MAY ASSIST US IN NOTIFYING YOU IN THE EVENT OF AN EMERGENCY.

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Please advise if your unit is tenant occupied? Yes  No

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**PLEASE RETURN TO:**

**STRATACO MANAGEMENT LTD.**  
101-4126 Norland Avenue  
Burnaby, BC  
V5G 3S8

Fax: 604-294-8956  
Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)