

To: Owners
From: Strata Council / Strata Management
Subject: Resident Contact Information



Please complete the section below and return to the Pemberton Holmes Ltd. Strata Management Office via email to strata@thepropertymanagers.ca or fax to +1 (888) 850-0421.

The information contained in this form enables the Strata Council and Pemberton Holmes Ltd. to provide residents with information that is pertinent to them (i.e. council meetings, workshops, parking, water shut-offs, etc.). This information will be used by **the Strata Council members and Pemberton Holmes ONLY**. Completing this form is not mandatory.

Should you have any questions or concerns, please feel free to contact Pemberton Holmes Strata Management at (250) 478-9141 or any strata council member. Thank you.

Date of Possession: _____ Move-In Date: _____

Unit #: _____ Complex or Address: _____ Strata Plan: _____

OWNER 1

Name: _____ Phone: _____

Email: _____ Phone 2: _____

Mailing Address (if living off-site): _____

OWNER 2

Name: _____ Phone: _____

Email: _____ Phone 2: _____

Mailing Address (if living off-site): _____

OWNER 3

Name: _____ Phone: _____

Email: _____ Phone 2: _____

Mailing Address (if living off-site): _____

Emergency Contact: _____ Phone: _____

Please attach additional forms, as necessary, to provide all residents' contact information.

If you have a tenant (or tenants), please fill out the attached Form K and return it to our office. Forms can also be found at on our website at www.stratamanagers.ca.

Pemberton Holmes Ltd.
Strata Department, Property Management Division
#101—891 Attree Ave., Langford, BC V9B 0A6
Phone: (250) 478-9141 | Fax: +1 (888) 850-0421
strata@thepropertymanagers.ca