

Please complete the Owner Information Form below.

I/we authorize Inspire Property Management Ltd. to collect, use and disclose my personal information on behalf of the strata corporation as required or permitted under the Strata Property Act ("SPA"), Real Estate Services Act ("RESA"), Personal Information Protection Act ("PIPA"). I/we agree to inform Inspire Property Management Ltd. as soon as possible after my contact information changes. Inspire Property Management Ltd. reserves the right to require that such updates be provided in writing, but may allow me/us to update my/our information by phone or other means.

X

Owner Signature

X

Owner Signature

Date

Strata Plan: \_\_\_\_\_ Strata Lot: \_\_\_\_\_ or Unit Number: \_\_\_\_\_  
(i.e. KAS1234)

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

Property Address: \_\_\_\_\_  
(Strata lot address)

Mailing Address: \_\_\_\_\_  
(If different than above)

Entry System Name: \_\_\_\_\_  
(Requested / different name for the telephone entry system, if applicable)

Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency / Other Contact: \_\_\_\_\_

Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**COMMUNITY PHONE LIST:** Many strata councils maintain a phone list that is given out to all owners, tenants, and occupants. Your name and number **will not** be included on that list unless you authorize the disclosure.

Yes  No Do you authorize disclosure of your name and phone number on a community phone list?  
Which Number(s):  Home  Work  Cell  Other

**NOTICE BY EMAIL:** Many strata councils reduce their postage and copy expenses by emailing minutes and other documents to owners.

**We hate junk mail as much as you!** Inspire Property Management Ltd. will not sell your email address. We will only send messages to you if it pertains to your property, the quality of our services, and messages we are directed to send by the strata council. You may **unsubscribe** from receiving emails at any time.

Yes  No I/we agree that this/these email address(es) may be used for notice purposes pursuant to Section 61 of the *Strata Property Act*. I/we consent under Canada's Anti-Spam Legislation that this/these email address(es) may be used for delivery of commercial electronic messages.

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

**NON-OWNER OCCUPANT / TENANT INFORMATION:**

Yes  No Is the unit being **rented** or the primary occupant someone **other than the owner**?  
If **yes**, is the tenant or occupant a spouse, parent, or child of the owner of the owner's spouse? Specify: \_\_\_\_\_

Primary Occupant's Name: \_\_\_\_\_

Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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



When the form is complete, mail, fax or email to:  
Inspire Property Management Ltd., #200-1505 Harvey Avenue, Kelowna, BC V1Y 6G1  
Fax: 778-738-0234 | Email: [info@inspirepm.com](mailto:info@inspirepm.com)