



Airport Square, 815 – 1200 West 73<sup>rd</sup> Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279 PROPERTY MANAGEMENT SERVICES

## NEW BUSINESS INQUIRY FORM:

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

In order to properly respond to your inquiry, we would appreciate receiving the following information:

Strata Plan No. & Name: \_\_\_\_\_

Property Address(es): \_\_\_\_\_  
\_\_\_\_\_

Contact's Name & No.: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_

Contact's Mailing Address: \_\_\_\_\_

Contact's E-mail Address: \_\_\_\_\_

Council Member? Yes No Position: \_\_\_\_\_

Type of Building: Hi-Rise Low-Rise Townhouses Commercial Mixed Use

No. of Units: \_\_\_\_\_ Approx. Age of Building(s): \_\_\_\_\_ Approx. Size: \_\_\_\_\_

Exterior Construction: Stucco Vinyl Siding Wood Siding Concrete Brick Other

No. of Elevators: \_\_\_\_\_ Underground Parking: Yes No

Any Amenities? *(Please describe)* \_\_\_\_\_  
\_\_\_\_\_

Are any Amenities shared with other Stratas? *(i.e. Rec. Centre, Underground Parking, etc.)* \_\_\_\_\_  
\_\_\_\_\_

Is there a Resident Caretaker? Yes No Is there an On-site Office? Yes No

Is there other Strata-employed staff? Yes No \_\_\_\_\_

Is there a Strata-owned Unit? Yes No

Does the Strata have a website? Yes No If yes, please provide: \_\_\_\_\_

What is your year end? \_\_\_\_\_

When was the last Annual General Meeting held? \_\_\_\_\_

Number of Council Meetings held per year? \_\_\_\_\_

Is the property "sectioned" with regard to a types bylaw of unit (apartment vs. townhouse) for budgeting and financial reporting? \_\_\_\_\_

If yes, are there Executive meetings? \_\_\_\_\_

Are there any major projects underway or being considered? \_\_\_\_\_

Have there been any major projects completed in recent years? \_\_\_\_\_

Are there Consultants/Project Managers? \_\_\_\_\_

Are there any current legal issues / lawsuits pending? \_\_\_\_\_

Current Strata Management Company? \_\_\_\_\_

What are your primary concerns with regard to the management of the complex currently?

Anticipated effective date for management change should you decide to proceed?

Additional Notes: