

**NEW BUSINESS INQUIRY FORM**

Please note you must **download & save** this form **prior to filling out** and submitting.

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

To properly respond to your inquiry, we would appreciate receiving the following preliminary information:

**Strata Plan:** \_\_\_\_\_

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

**Contact Person Information**

Contact Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Best time to call: \_\_\_\_\_

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

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

**Property Information**

Type of Building: High-rise  Low-rise  Townhouses   
Commercial  Mixed Use  Other

# of Units: \_\_\_\_\_ Approx. Age of Building(s): \_\_\_\_\_

List of Amenities (*Pool, Fitness Centre, Media Room, etc.*):  
\_\_\_\_\_  
\_\_\_\_\_

Is there a Caretaker / Building Manager? Yes  No

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

How many Council Meetings are held per fiscal year? \_\_\_\_\_

Have Sections or Types been created by Bylaw within the Strata Corporation?

Yes  No  Not sure  (*we can help you find out*)

Are there any major projects underway or being considered?

Yes  No  \_\_\_\_\_  
\_\_\_\_\_

What are your primary concerns regarding the management of the strata currently?

What is the anticipated effective date for a management change? \_\_\_\_\_

When can we arrange for an exploratory site visit? \_\_\_\_\_

How did you hear about The Wynford Group? \_\_\_\_\_

Additional Notes:

Thank you for taking the time to fill this out and contact The Wynford Group. We assure you that our office will protect your privacy and will not share the information you have provided. Please submit the form by way of mail, fax, or email, and your inquiry will be responded to within two business days. Should you have any immediate questions, do not hesitate to contact us.

**Please submit the completed  
Business Inquiry Form by:**

**Mail:** The Wynford Group  
815 – 1200 West 73<sup>rd</sup> Avenue,  
Vancouver, B.C., V6P 6G5  
Canada

**Fax:** 604-261-9279 (ATTN: President)

**Email:** [property@wynford.com](mailto:property@wynford.com)