

OWNER UPDATE FORM

NEW OWNER:

Name: _____ Unit # _____ Property Name: _____

(If assigned): Parking stall # _____ & License Plate # _____ Locker # _____

Mailing Address: _____ E-Mail: _____

Home Ph. # _____ Bus. Ph.# _____ Cell # _____

Will this unit be owner occupied: Yes _____ No _____

If not owner occupied, please provide mailing address for all correspondence.

Owners Address: _____

Tenant Name: _____ Phone number(s): _____

******Please update our office with all changes noted above as they occur***

Please check your preferred method of condominium contribution payment:

- **Post-dated Cheque**
(Please mail or bring into our office within 15 days of possession. Make all cheques payable to the Condominium Corporation.)
- **Pre-authorized Payment Plan**
(Please contact our office for an authorization form)

**Please ensure all correspondence makes reference to the unit number and property location.*

PROTECTION OF PERSONAL INFORMATION

The preceding information is used by Benchmark Management Ltd. on behalf of your condominium corporation to:

- Provide services to you;
- Notify you of any business of the corporation;

The corporation may disclose this information as follows:

- To its board of directors and/or any contractor required to maintain services and facilities that form an integral part of the units or common property.
- When permitted or required by law;
- To a public authority if, in our reasonable judgment, there appears to be an imminent danger which could be avoided by disclosing the information.

Any shared information is done so on a confidential basis.

If you have any questions about the collection of your personal information, call us at 403-247-7991 weekdays between 8:30 A.M and 4:30 P.M.