



Document Request

- Step 1:** Please check FSRConnect Portal for your building to obtain many documents for the building.
- Step 2:** Complete the following form and submit online: bc.support.fsresidential.com
- Step 3:** Please be advised that the request can take up to 14 days.

Date of Request: _____

Owner's Information:

_____	_____	_____	
Name of Owner(s)	Strata Plan	Strata Lot	
_____	_____	_____	_____
Address of Strata Lot	City	Province	Postal Code
_____	_____	_____	_____
Mailing Address (if different from above)	City	Province	Postal Code
_____	<input type="checkbox"/> Electronic Copy of Records <input type="checkbox"/> Mail Copy of Records		
Email Address			

Please note that all cost for the documents are \$0.25 per page. The cost is required for both electronic and mailing request.

DETAILS OF THE REQUEST:

- REQUEST FOR MINUTES *(including all Council, Annual & Special General Meetings)*
Dates _____ to _____
 - REQUEST FOR BYLAWS *(includes Rules)*
 - REQUEST FOR FINANCIAL STATEMENTS
Dates _____ to _____
 - REQUEST FOR ENGINEER REPORTS
Dates _____ to _____
 - REQUEST FOR STRATA PLAN *(full set only)*
 - REQUEST FOR CORRESPONDENCE *(including all Strata Lot Alterations/Indemnity Agreements)*
Dates _____ to _____
 - REQUEST FOR WARRANTY
- Other (Please provide details):