



E-mail Communication Authorization

Strata Plan: _____ Strata Name: _____

Unit Number _____ - _____

Phone Number(s): _____

Please be advised that due to the data and accounting software that Quay Pacific is currently using, an email address information must be filled out and provided to our company. Please PRINT clearly.

E-mail Address 1: _____

E-mail Address 2: _____

Note: Only up to two (2) email addresses can be added per unit.

In accordance with Section 61 of the Strata Property Act and the Personal Information Protection Act (PIPA), we are required to ask for your approval to send you correspondence via e-mail. Quay Pacific Property Management Ltd. will not disclose your e-mail, phone number or other contact information to anyone without the express written permission of the Owner. ***Further consent is required for Quay Pacific to provide communication to you via e-mail even if email addresses are provided above. You will always have the option to advise us of a change. Please fill out the portion below.***

☐

YES, I/we agree to accept communication by e-mail for the purpose of receiving a notice or other record or document.

☐

NO, I/We do not want communication via e-mail. **I/We will continue to receive official correspondence by mail, and I/we will be responsible for regularly checking the strata website for posting of notices or any other records or documents.**

By signing below, I hereby authorize Quay Pacific Property Management Ltd. to correspond with me electronically using the e-mail listed above. I/we may notify Quay Pacific Property Management to remove my/our e-mail address(es) from the E-Mail Correspondence list at any time. It is further acknowledged that I/we will check the email address(es) periodically. Quay Pacific Property Management Ltd. is not responsible for spam filter settings or any other problems (electronic or otherwise) that result in an email not being received or read by me/us. It is my/our responsibility to update Quay Pacific Property Management Ltd if my/our email address(es) change(s). **Note: if more than one unit-owner wishes to receive emails, each owner must complete the fields below.**

Signature

Owner's Name

Date Signed

Signature

Owner's Name

Date Signed



Quay Pacific Property Management Ltd.
2619 St. John Street, Port Moody, B.C., V3H 2B5
Tel: (604) 521-0876 | Fax: (604) 525-1299 | www.quaypacific.com