

# Y.R.V.L.C.C. 1002

## IMPORTANT - OWNER CONTACT INFORMATION

*This information is required by your YRVLCC 1002 Board of Directors & Property Manager for the purpose of carrying out their duties and obligations in managing the Corporation and to communicate with its Owners.*

## COMPLETION INSTRUCTIONS

*If you are a new Owner please complete sections A, B, C and D. If you are an existing Owner, please complete ONLY the Sections that have changed. Please sign and date the form before submitting it.*

*Return completed form to:*

*In person: FirstService Residential Drop-Off Box at the Recreation Centre*

*By Fax: 416 293-5904 - By Email: ballantrae.community@fsresidential.com*

*By Mail: FirstService Residential, 2645 Skymark Ave., Suite 101 Mississauga, ON L4W 4H2*

### SECTION A - REGISTERED OWNER(S), PROPERTY ADDRESS & CONTACT INFORMATION

Registered Owner(s)	Owner (1)	Owner (2)
Last Name:		
First Name & Initials:		
Email Address:		
Street Number & Name:		
City:		
Province:		
Postal Code:		
Home Phone:		
Cell Phone:		
Other Phone:		

### SECTION B - EMERGENCY CONTACT(S)

Emergency Contact(s)	Contact (1)	Contact (2)
Last Name:		
First Name & Initials:		
Relationship:		
Home Phone:		
Cell Phone:		
Business Phone:		
Email Address:		

### SECTION C - FOR NON-OWNER OCCUPIED PROPERTY

Occupant(s)	Occupant (1)	Occupant (2)
Last Name:		
First Name & Initials:		
Home Phone:		
Cell Phone:		
Other Phone:		
Email Address:		

### SECTION D - REGISTERED OWNER(S) SIGNATURE(S) IS/ARE MANDATORY

*I /We understand that my/our Email Address/es and Emergency Contact Information will be used solely for the purpose of communication between the Board of Directors of YRVLCC 1002, the Property Manager and the individuals listed above and includes electronic delivery of notices and/or documents required to be given and delivered to Owners under the Condominium Act, 1998. I/We also understand that it is my/our responsibility to advise the Board and/or the Property Manager of any changes and my/our email address/es will not be disclosed to any other party without my/our written permission.*

Signature of Owner (1):		Date:	
Signature of Owner (2):		Date:	