



## OWNER UPDATE FORM

\*\*\* Please update our office with all changes as they occur \*\*\*

**Ensure all correspondence references the property location and unit number**

**PROPERTY INFORMATION:**

Date: \_\_\_\_\_, 20\_\_

Property Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Bldg # (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**OWNER INFORMATION**

Name(s): \_\_\_\_\_

Mailing Address: Same as above:  -or-

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Main Phone #: \_\_\_\_\_ Alt Phone #: \_\_\_\_\_

E-mail Address (please print clearly): \_\_\_\_\_

\*\*\*Please sign here if you **CONSENT** to receiving all annual and misc. communications and attachments related to your condominium corporation delivered to you **by EMAIL** -in lieu of paper copy delivery to your mailing address, such as AGM Notices, Assessment Notices, etc.

Signature(s): \_\_\_\_\_

**TENANT INFORMATION** (if applicable)

Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Main Phone #: \_\_\_\_\_ Alt Phone #: \_\_\_\_\_

**PROTECTION OF PERSONAL INFORMATION**

The preceding information is used by Benchmark Management Ltd. on behalf of your Condo. Corporation or HOA 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, please contact our office.