



## 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: \_\_\_\_\_

Mailing Address: Same as above:

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

E-mail Address: \_\_\_\_\_

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

### TENANT INFORMATION (if applicable)

Name: \_\_\_\_\_

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

### **PROTECTION OF PERSONAL INFORMATION**

The preceding information is used by Benchmark Management Ltd. on behalf of your Condominium 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.