

**The following electronic versions are for informational purposes only.**

**The printed version remains the official version.**

**Form A**  
**Strata Property Act**  
**PROXY APPOINTMENT**  
**(OPTIONAL FORM)**

*(Section 56)*

Re: Strata Lot .....*[strata lot number as shown on strata plan]* of Strata Plan.....*[the registration number of the strata plan]*

*[Check only one box]*

**1  General proxy**

I/We, .....*[name(s)]*, the owner(s)/tenant(s)/mortgagee of the strata lot described above, appoint .....*[name of appointee]* to act as my/our proxy beginning.....*[month day, year]* until .....*[month day, year]*.

**2  Proxy for a specific meeting**

I/We, .....*[name(s)]*, the owner(s)/tenant(s)/mortgagee of the strata lot described above, appoint .....*[name of appointee]* to act as my/our proxy at the annual or special general meeting to be held on .....*[month day, year]*.

**3  Proxy for a specific resolution**

I/We, .....*[name(s)]*, the owner(s)/tenant(s)/mortgagee of the strata lot described above, appoint.....*[name of appointee]* to act as my/our proxy with respect to the following resolution at the annual or special general meeting to be held on .....*[month day, year]*.

*[wording of resolution]*

*[voting instructions]*

**Limitations on Proxy, if any**

*[set out limitations]*

Date: .....*[month day, year]*.

.....

Signature of Owner/Tenant/Mortgagee

.....

Signature of Owner/Tenant/Mortgagee

**Form B**

**Strata Property Act**

[am. B.C. Reg. 238/2011, Sch. 2.]

**INFORMATION CERTIFICATE**

*(Section 59)*

The Owners, Strata Plan .....[the registration number of the strata plan] certify that the information contained in this certificate with respect to Strata Lot .....[strata lot number as shown on strata plan] is correct as of the date of this certificate.

*[Attach a separate sheet if the space on this form is insufficient].*

(a) Monthly strata fees payable by the owner of the strata lot described above \$.....

(b) Any amount owing to the strata corporation by the owner of the strata lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the *Strata Property Act*) \$.....

(c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?

no yes *[attach copy of all agreements]*

(d) Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved. The payment is to be made by .....[month day, year]. \$.....

(e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year \$.....

(f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund \$.....

(g) Are there any amendments to the bylaws that are not yet filed in the land title office?

no yes [*attach copy of all amendments*]

(h) Are there any resolutions passed by a 3/4 vote or unanimous vote that are required to be filed in the land title office but that have not yet been filed in the land title office?

no yes [*attach copy of all resolutions*]

(i) Has notice been given for any resolutions, requiring a 3/4 vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?

no yes [*attach copy of all notices*]

(j) Is the strata corporation party to any court proceeding or arbitration, and/or are there any judgments or orders against the strata corporation?

no yes [*attach details*]

(k) Have any notices or work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?

no yes [*attach copies of all notices or work orders*]

(l) Number of strata lots in the strata plan that are rented .....

**Required Attachments**

In addition to attachments mentioned above, section 59 (4) of the *Strata Property Act* requires that copies of the following must be attached to this Information Certificate:

- The rules of the strata corporation;
- The current budget of the strata corporation;
- The owner developer’s Rental Disclosure Statement under section 139, if any; and
- The most recent depreciation report, if any, obtained by the strata corporation under section 94.

Date: .....[month day, year].

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

**OR**

.....

Signature of Strata Manager, if authorized by strata corporation

**Form C**

***Strata Property Act***

**MORTGAGEE'S REQUEST FOR NOTIFICATION**

*(Section 60; Regulation section 4.5)*

Re: Strata Lot .....[*strata lot number as shown on strata plan*] of Strata Plan  
.....[*the registration number of the strata plan*]

I, .....[*name*], mortgagee of  
the strata lot described above, request:

[*check appropriate box(es)*]

notices of annual and special general meetings under section 45 of the *Strata Property Act*;

notices of money owing under section 113 of the *Strata Property Act*.

Date: .....[*month day, year*]\*.

.....

Signature of Mortgagee, or Agent of Mortgagee

Name and Address for Notification:

.....

.....

.....

.....

\* Section 4.5 of this regulation provides that a Mortgagee's Request for Notification in Form C under section 60 of the Act expires on the earlier of the following:

- (a) 5 years from the date of the request;
- (b) the date the mortgagee ceases to be a mortgagee of the strata lot.

**Form D**

***Strata Property Act***

**STRATA CORPORATION CHANGE OF MAILING ADDRESS**

*(Section 62 (3))*

Re: Strata Plan.....*[the registration number of the strata plan]*

The mailing address of the strata corporation has been changed to:

.....  
.....  
.....  
.....

Date: .....*[month day, year]*.

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

**OR**

.....

Signature of Strata Manager, if authorized by strata corporation

**Form E**

**Strata Property Act**

[am. B.C. Reg. 289/2000, s. 3.]

**CERTIFICATE OF STRATA CORPORATION**

*(Sections 78, 79, 80, 100, 214, 257, 259, 261, 262, 263, 266, 269, 274, 283 of the Act and*

*sections 17.20 to 17.22 of the Regulation)*

**Complete and file only the applicable form of certificate.**

**CERTIFICATE FOR SECTION 78, 79, 80, 214, 257, 259, 261, 262, 263 OR 266 OF THE ACT OR SECTION 17.20 OF THE REGULATION**

The Owners, Strata Plan.....[*the registration number of the strata plan*] certify that a resolution referred to in section ..... [*section number*] of the *Strata Property Act* or section ..... [*section number*] of the *Strata Property Regulation* was passed by a ..... unanimous vote or ..... 3/4 vote [*check appropriate vote*] at an annual or special general meeting held on ..... [*month day, year*], and that the attached instrument, schedule, plan or other document conforms to the resolution.

**For the purposes of section 165 (4) (f) of the *Land Title Act*, execution of the attached instrument has been approved by a resolution at an annual or special general meeting in accordance with the requirements of the *Strata Property Act* or the *Strata Property Regulation*, and the instrument conforms to the resolution.**

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

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**CERTIFICATE FOR SECTION 100 OF THE ACT OR SECTION 17.22 OF THE REGULATION**

The Owners, Strata Plan.....[*the registration number of the strata plan*] certify that the attached resolution was passed under ..... section 100 of the *Strata Property Act* or under..... section 17.22 (1) of the Strata Property Regulation [*check appropriate authority*] by a unanimous vote at an annual or special general meeting held on ..... [*month day, year*].

**For the purposes of section 165 (4) (f) of the *Land Title Act*, execution of the attached instrument has been approved by a resolution at an annual or special general meeting in accordance with the requirements of the *Strata Property Act* or the Strata Property Regulation, and the instrument conforms to the resolution.**

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

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**CERTIFICATE FOR SECTION 269**

The Owners, Strata Plan.....[*the registration number of the strata plan*] certify that a resolution referred to in section 269 of the *Strata Property Act* was passed by a 3/4 vote at an annual or special general meeting held on .....[*month day, year*], and that the attached instrument, schedule, plan or other document conforms to the amalgamation agreement.

**For the purposes of section 165 (4) (f) of the *Land Title Act*, execution of the attached instrument has been approved by a resolution at an annual or**

**special general meeting in accordance with the requirements of the *Strata Property Act*, and the instrument conforms to the resolution.**

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

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**CERTIFICATE FOR SECTION 274**

The Owners, Strata Plan.....[*the registration number of the strata plan*] certify that

- (a) a resolution referred to in section 272 of the *Strata Property Act* was passed by a unanimous vote at an annual or special general meeting held on .....[*month day, year*],
- (b) the attached conversion schedule conforms to the resolution, and
- (c) the strata corporation has no debts other than debts held by persons who have consented in writing, under section 274 (b) of the *Strata Property Act*, to the winding up of the strata corporation.

**For the purposes of section 165 (4) (f) of the *Land Title Act*, execution of the attached instrument has been approved by a resolution at an annual or special general meeting in accordance with the requirements of the *Strata Property Act*, and the instrument conforms to the resolution.**

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

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**CERTIFICATE FOR SECTION 283**

The Owners, Strata Plan.....[*the registration number of the strata plan*] certify that the attached document(s) referred to in section 283 of the *Strata Property Act* were approved by a resolution passed by a 3/4 vote at an annual or special general meeting held on .....[*month day, year*].

**For the purposes of section 165 (4) (f) of the *Land Title Act*, execution of the attached instrument has been approved by a resolution at an annual or special general meeting in accordance with the requirements of the *Strata Property Act*, and the instrument conforms to the resolution.**

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

**Form F**

***Strata Property Act***

**CERTIFICATE OF PAYMENT**

*(Section 115)*

The Owners, Strata Plan .....[*the registration number of the strata plan*] certify under section 115 of the *Strata Property Act* that the owner of the strata lot described as

[*parcel identifier*]    [*legal description of strata lot*]

(a) does not owe money to the strata corporation, or

(b) does owe money but

(i) the money claimed by the strata corporation has been paid into court, or to the strata corporation in trust, under section 114 of the *Strata Property Act*, or

(ii) arrangements satisfactory to the strata corporation have been made to pay the money owing.

Date: .....[*month day, year*]\*.

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

**OR**

.....

Signature of Strata Manager, if authorized by strata corporation

\* Section 115 (2) of the Act provides that a Certificate of Payment is current for the purposes of section 256 of the Act for a period of 60 days from the date it is issued.

**Form G**

***Strata Property Act***

**CERTIFICATE OF LIEN**

*(Section 116)*

The Owners, Strata Plan.....[*the registration number of the strata plan*] certify that:

1 The owner of the strata lot described below has failed to pay the strata corporation one or more of the amounts owing under section 116 of the *Strata Property Act*.

2 The amount owing to the strata corporation as of .....[*month day, year*] is \$....., plus costs permitted under section 118 of the *Strata Property Act*.

3 The strata corporation claims a lien under section 116 of the *Strata Property Act* for the amount owing under paragraph 2 against the strata lot described below.

[*parcel identifier*]      [*legal description of strata lot*]

Date: .....[*month day, year*].

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

**OR**

.....

Signature of Strata Manager, if authorized by strata corporation

**Form H**

**Strata Property Act**

**ACKNOWLEDGEMENT OF PAYMENT**

*(Section 116 (6))*

The Owners, Strata Plan.....*[the registration number of the strata plan]* certify that:

1 The amount owing under the Certificate of Lien registered as No. .... against the title to the strata lot described as *[parcel identifier]* *[legal description of strata lot]* has been received.

2 The lien against the strata lot is hereby released.

Date: .....*[month day, year]*.

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

**OR**

.....

Signature of Strata Manager, if authorized by strata corporation

**Form I**

**Strata Property Act**

[am. B.C. Reg. 312/2009, s. 7.]

**AMENDMENT TO BYLAWS**

*(Section 128)*

The Owners, Strata Plan .....[*the registration number of the strata plan*] certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on .....[*month day, year*]\*:

*[wording of bylaw amendment]*

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

\* Section 128 (2) of the Act provides that an Amendment to Bylaws must be filed in the land title office.

**Form J**

**Strata Property Act**

[am. B.C. Reg. 312/2009, s. 8.]

**RENTAL DISCLOSURE STATEMENT**

*(Section 139)*

Re: Strata Plan.....*[the registration number of the strata plan] or [legal description of development]*

This Rental Disclosure Statement is *[Check whichever box is correct and provide any required information.]*

the first Rental Disclosure Statement filed in relation to the above-noted strata plan

a changed Rental Disclosure Statement filed under section 139 (4) of the *Strata Property Act*, and the original Rental Disclosure Statement filed in the relation to the above-noted strata plan was filed on .....*[dd/mmm/yyyy]*.....

1 The development described above includes .....*[number]* residential strata lots.

2 The residential strata lots described below are rented out by the owner developer as of the date of this statement and the owner developer intends to rent out each strata lot until the date set out opposite its description.

*[Describe all strata lots rented out by owner developer as of the date of this statement.]*

<p><b>Description of Strata Lot</b></p> <p><i>[strata lot number as shown on the strata plan]</i></p>	<p><b>Date Rental Period Expires</b></p> <p><i>[specify a date - "indefinitely" or timing related to an event is not acceptable]*</i></p>

	<i>[dd/mmm/yyyy]</i>
	<i>[dd/mmm/yyyy]</i>

\* Section 143 (2) of the *Strata Property Act* provides that, if this Rental Disclosure Statement is filed after December 31, 2009, a bylaw that prohibits or limits rentals will not apply to a strata lot described in this table until the date set out in the table opposite the description of the strata lot, whether or not the strata lot is conveyed before that date.

3 In addition to the number of residential strata lots rented out by the owner developer as of the date of this statement, the owner developer reserves the right to rent out a further .....*[number]* residential strata lots, as described below, until the date set out opposite each strata lot's description.

*[Describe all strata lots intended to be rented out by the owner developer.]*

<b>Description of Strata Lot</b>	<b>Date Rental Period Expires</b>
<i>[strata lot number as shown on the strata plan]</i>	<i>[specify a date - "indefinitely" or timing related to an event is not acceptable]*</i>
	<i>[dd/mmm/yyyy]</i>
	<i>[dd/mmm/yyyy]</i>

\* Section 143 (2) of the *Strata Property Act* provides that, if this Rental Disclosure Statement is filed after December 31, 2009, a bylaw that prohibits or limits rentals will not apply to a strata lot described in this table until the date set out in the table opposite the description of the strata lot, whether or not the strata lot is conveyed before that date.

4 There is no bylaw of the strata corporation that restricts the rental of strata lots.

**OR**

There is a bylaw of the strata corporation that restricts the rental of strata lots, the text of which is attached to and forms part of this statement.

*[Strike out sentence which does not apply.]*

Date: .....[month day, year].

.....

Signature of Owner Developer

**Form K**

***Strata Property Act***

**NOTICE OF TENANT'S RESPONSIBILITIES**

*(Section 146)*

Re: Strata Lot .....[*strata lot number as shown on strata plan*] of  
Strata Plan .....[*the registration number of the strata  
plan*]

**Table 1:**

Street Address of  
Strata Lot .....

.....

Name(s) of tenant(s) .....

.....

Tenancy commencing .....[*month day, year*].

**IMPORTANT NOTICE TO TENANTS:**

1 Under the *Strata Property Act*, a tenant in a strata corporation **must** comply with the bylaws and rules of the strata corporation that are in force from time to time (current bylaws and rules attached).

2 The current bylaws and rules may be changed by the strata corporation, and if they are changed, the tenant **must** comply with the changed bylaws and rules.

3 If a tenant or occupant of the strata lot, or a person visiting the tenant or admitted by the tenant for any reason, contravenes a

bylaw or rule, the tenant is responsible and may be subject to penalties, including fines, denial of access to recreational facilities, and if the strata corporation incurs costs for remedying a contravention, payment of those costs.

Date: .....[month day, year].

**Table 2:**

..... Address of landlord, or agent of landlord:  
.....

Signature of Landlord, or Agent of Landlord .....  
.....

.....  
.....

.....  
.....

.....

Signature of Tenant

.....

Signature of Tenant

**Form L**

**Strata Property Act**

**NOTICE BEGINNING ARBITRATION**

*(Section 179)*

I/We, *[check appropriate box]*

the Owners, Strata Plan  
.....*[the registration  
number of the strata plan],*

the owner(s)/tenant(s) of Strata Lot(s)  
.....*[strata lot number(s) as shown on strata  
plan]*

give notice to *[check appropriate box]*

the owner(s)/tenant(s) of Strata  
Lot(s).....*[strata lot number(s) as shown  
on strata plan]*

the Owners, Strata Plan ..... *[the  
registration number of the strata plan],*

that I / We intend to submit the following dispute to arbitration:

*[set out details of dispute, including what happened and the*

*remedy being sought; attach separate sheet if more space required]*

I/We propose that *[check only one box]:*

the arbitrator of this matter be  
.....*[name and  
occupation of proposed arbitrator].*

the arbitrator of this matter be one of the following:  
*[name and occupation of each proposed arbitrator]*

an arbitrator be appointed by:

*[proposed method for appointing an arbitrator]*

Date: .....[month day, year].

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

**OR**

.....

Signature(s) of Owner(s)/ Tenant(s)

**Form M**

**Strata Property Act**

**NOTICE OF REPLY**

*(Section 179)*

*[Check Box 1 or Box 2]*

1  I / We, *[check appropriate box]*

the owner(s)/tenant(s) of Strata  
Lot(s).....*[strata lot number(s) as shown  
on strata plan],*

the Owners, Strata  
Plan.....*[the  
registration number of the strata plan],*

**AGREE** to the following arbitrator or method of appointing an  
arbitrator as proposed in the Notice Beginning Arbitration (Form L)  
*[check appropriate box]:*

Arbitrator.....*[na  
me and occupation of one proposed arbitrator].*

Method for appointing an arbitrator:

*[proposed method for appointing an arbitrator]*

2  I / We, *[check appropriate box]*

the owner(s)/tenant(s) of Strata  
Lot(s).....*[strata lot number(s) as shown  
on strata plan],*

the Owners, Strata  
Plan.....*[the  
registration number of the strata plan],*

**DO NOT AGREE** to the arbitrator(s) or method for appointing an arbitrator as proposed in the Notice Beginning Arbitration (Form L), and instead propose that *[check only one box]*:

the arbitrator of this matter be.....*[name and occupation of proposed arbitrator]*.

the arbitrator of this matter be one of the following:  
*[name and occupation of each proposed arbitrator]*

an arbitrator be appointed by  
*[proposed method for appointing an arbitrator]*

Date: .....*[month day, year]*.

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

**OR**

.....

Signature(s) of Owner(s)/ Tenant(s)

**Form N**

**Strata Property Act**

**NOTICE RESPONDING TO REPLY**

*(Section 179)*

*[Check Box 1 or Box 2]*

1  I / We, *[check appropriate box]*

the Owners, Strata Plan  
.....*[the registration  
number of the strata plan],*

the owner(s)/tenant(s) of Strata Lot(s)  
.....*[strata lot number(s) as  
shown on strata plan],*

**AGREE** to the following arbitrator or method of appointing an arbitrator as proposed in the Notice of Reply (Form M) *[check appropriate box]:*

Arbitrator  
.....*[name and  
occupation of one proposed arbitrator].*

Method for appointing an arbitrator:  
*[proposed method for appointing an arbitrator]*

2  I / We, *[check appropriate box]*

the Owners, Strata Plan  
.....*[the registration  
number of the strata plan],*

the owner(s)/tenant(s) of Strata Lot(s)  
.....*[strata lot number(s) as  
shown on strata plan],*

**REJECT** the arbitrator(s) or method for appointing an arbitrator as proposed in the Notice of Reply (Form M).

Date: .....[month day, year].

.....

Signature of Council Member

.....

Signature of Second Council Member (not required if council consists of only one member)

**OR**

.....

Signature(s) of Owner(s)/ Tenant(s)

**Form O**

***Strata Property Act***

**LEASEHOLD STRATA PLAN SCHEDULES**

*(Sections 206, 214)*

Re: Leasehold Strata Plan .....[*the registration number of the strata plan*]

The restrictions imposed on the lease, assignment or occupancy of the strata lots under sections 206 of the *Strata Property Act* are as follows:

The purchase price of each strata lot under section 214 of the *Strata Property Act* is to be calculated as follows:

Date: .....[*month day, year*].

.....

Signature of Leasehold Landlord

**Form P**

**Strata Property Act**

**PHASED STRATA PLAN DECLARATION**

*(Sections 221, 222)*

I, .....[full name of applicant], declare

1 That I intend to create a strata plan by way of phased development of the following land which I own or on which I hold a right to purchase:

*[parcel identifier]                      [legal description]*

2 That the plan of development is as follows:

*[Here set out*

*(a) a schedule setting out the number of phases in the order in which the phases will be deposited and specifying any common facility to be constructed in conjunction with a particular phase;*

*(b) a sketch plan showing*

*(i) all the land to be included in the phased strata plan,*

*(ii) the present parcel boundaries,*

*(iii) the approximate boundaries of each phase, and*

*(iv) the approximate location of the common facilities;*

*(c) a schedule setting out the estimated date for the beginning of construction and completion of construction of each phase;*

*(d) a statement of the unit entitlement of each phase and the total unit entitlement of the completed development;*

(e) a statement of the maximum number of units and general type of residence or other structure to be built in each phase.]

3 I will elect to proceed with each phase on or by the following dates:

**Table 3:**

Phase Number Date [month day, year]

Phase 1 .....

Phase 2 .....

.....

Signature of Applicant

Date of approval: .....[month day, year]\*.

.....

Signature of Approving Officer

.....

Name of Municipality (or as the case may be)

\* Section 222 (2) of the Act provides that approval expires after one year unless the first phase is deposited before that time.

**Form Q**

***Strata Property Act***

**ENDORSEMENT OF APPROVAL FOR PHASED STRATA PLAN**

*(Section 224; Regulation section 14.5 (1))*

Approved as Phase .....[*number of phase*] of a .....[*total number of phases*] phase strata plan under section 224 of the *Strata Property Act*.

Date: .....[*month day, year*].

.....

Signature of Approving Officer

.....

Name of Municipality (or as the case may be)

**Form R**

***Strata Property Act***

**ENDORSEMENT FOR COMMON FACILITIES IN PHASED STRATA PLAN**

*(Section 225; Regulation section 14.5 (2))*

I certify that the

*[specify common facility],*

which according to the Phased Strata Plan Declaration in Form P filed for this strata plan was to have been constructed in conjunction with this phase, has been provided for in accordance with section 225 (2) of the *Strata Property Act*.

Date: .....*[month day, year]*.

.....

Signature of Approving Officer

.....

Name of Municipality (or as the case may be)

**Form S**

***Strata Property Act***

**ENDORSEMENT OF NONOCCUPANCY**

*(Section 241, Regulation section 14.5 (3))*

I, ....., a  
British Columbia land surveyor, certify that the buildings included in this strata plan  
have not, as of .....[*month day, year*]\*, been  
previously occupied.

.....

Signature

\* Section 241 (2) provides that the endorsement must be dated not  
more than 180 days before the date the strata plan is tendered for  
deposit.

**Form T**

***Strata Property Act***

**ENDORSEMENT BY APPROVING AUTHORITY**

*(Section 242; Regulation section 14.5 (4))*

I certify that the conversion of the buildings included in this strata plan have been approved under section 242 of the *Strata Property Act*.

Date: .....[month day, year]\*.

.....

Signature of Authorized Signatory of Approving Authority

.....

Name of Municipality (or as the case may be)

\* Section 242 (9) provides that the endorsement must be dated not more than 180 days before the date the strata plan is tendered for deposit.

**Form U**

***Strata Property Act***

**ENDORSEMENT OF SURVEYOR**

*(Section 244 (1) (f); Regulation section 14.5 (5))*

I,....., a  
British Columbia land surveyor, certify:

1 that the buildings shown on this strata plan are within the external boundaries of the land that is the subject of the strata plan *[where applicable, add]* subject to clause 2 of this endorsement.

2 that certain parts of the buildings are not within the external boundaries but appropriate and necessary easements or other interests are registered under No. ....  
*[registered charge number]*, as set out in section 244 (1) (f) of the *Strata Property Act*.

Date: .....*[month day, year]*.

.....

Signature

**Form V**

**Strata Property Act**

[am. B.C. Reg. 203/2003, s. 5.]

**SCHEDULE OF UNIT ENTITLEMENT**

*(Sections 245 (a), 246, 264)*

Re: Strata Plan .....[*the registration number of the strata plan*], being a strata plan of

*[parcel identifier] [legal description]*

**Complete and file only the applicable form of schedule.**

**STRATA PLAN CONSISTING ENTIRELY OF RESIDENTIAL STRATA LOTS**

The unit entitlement for each residential strata lot is one of the following [*check appropriate box*], as set out in the following table:

- (a) the habitable area of the strata lot, in square metres, rounded to the nearest whole number as determined by a British Columbia land surveyor as set out in section 246 (3) (a) (i) of the *Strata Property Act*.

**Certificate of British Columbia Land Surveyor**

I, ....., a British Columbia land surveyor, certify that the following table reflects the habitable area of each residential strata lot.

Date: ..... [*month day, year*].

.....

Signature

**OR**

- (b) a whole number that is the same for all of the residential strata lots as set out in section 246 (3) (a) (ii) of the *Strata Property Act*.

**OR**

- (c) a number that is approved by the Superintendent of Real Estate in accordance with section 246 (3) (a) (iii) of the *Strata Property Act*.

.....

Signature of Superintendent of Real Estate

<b>Strata Lot No.</b>	<b>Sheet No.</b>	<b>Habitable Area in m<sup>2</sup></b>	<b>Unit Entitlement</b>	<b>%* of Total Unit Entitlement**</b>
<b>Total number of lots:</b>			<b>Total unit entitlement:</b>	

\* expression of percentage is for informational purposes only and has no legal effect

\*\* not required for a phase of a phased strata plan

Date: .....[month day, year].

.....

Signature of Owner Developer

.....

Signature of Superintendent of Real Estate (if submitted under section 264 of the Act)

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### **STRATA PLAN CONSISTING ENTIRELY OF NONRESIDENTIAL STRATA LOTS**

The unit entitlement for each nonresidential strata lot is one of the following [check appropriate box], as set out in the following table:

- (a) the total area of the strata lot, in square metres, rounded to the nearest whole number as determined by a British Columbia land surveyor as set out in section 246 (3) (b) (i) of the *Strata Property Act*.

### **Certificate of British Columbia Land Surveyor**

I, ....., a British Columbia land surveyor, certify that the following table reflects the total area of each nonresidential strata lot.

Date: ..... [month day, year].

.....

Signature

**OR**

- (b) a whole number that is the same for all of the nonresidential strata lots as set out in section 246 (3) (b) (ii) of the *Strata Property Act*.

**OR**

- (c) a number that is approved by the Superintendent of Real Estate in accordance with section 246 (3) (b) (iii) of the *Strata Property Act*.

.....

Signature of Superintendent of Real Estate

<b>Strata Lot No.</b>	<b>Sheet No.</b>	<b>Total Area in m<sup>2</sup></b>	<b>Unit Entitlement</b>	<b>%* of Total Unit Entitlement**</b>
<b>Total number of lots:</b>			<b>Total unit entitlement:</b>	

\* expression of percentage is for informational purposes only and has no legal effect

\*\* not required for a phase of a phased strata plan

Date: .....[month day, year].

.....

Signature of Owner Developer

.....

Signature of Superintendent of Real Estate (if submitted under section 264 of the Act)

---

### **STRATA PLAN CONSISTING OF BOTH RESIDENTIAL AND NONRESIDENTIAL STRATA LOTS**

The unit entitlement for each **residential** strata lot is one of the following [check appropriate box], as set out in the following table:

- (a) the habitable area of the strata lot, in square metres, rounded to the nearest whole number as determined by a British Columbia land surveyor as set out in section 246 (3) (a) (i) of the *Strata Property Act*.

### **Certificate of British Columbia Land Surveyor**

I, ....., a British Columbia land surveyor, certify that the following table reflects the habitable area of each residential strata lot.

Date: ..... [month day, year].

.....

Signature

**OR**

- (b) a whole number that is the same for all of the residential strata lots as set out in section 246 (3) (a) (ii) of the *Strata Property Act*.

**OR**

- (c) a number that is approved by the Superintendent of Real Estate in accordance with section 246 (3) (a) (iii) of the *Strata Property Act*.

.....

Signature of Superintendent of Real Estate

<b>Strata Lot No.</b>	<b>Sheet No.</b>	<b>Habitable Area in m<sup>2</sup></b>	<b>Unit Entitlement</b>	<b>%* of Total Unit Entitlement of Residential Strata Lots**</b>	<b>%* of Total Unit Entitlement of All Strata Lots**</b>

<b>Total number of residential strata lots:</b>		<b>Total unit entitlement of residential strata lots:</b>	
---	--	---	--

\* expression of percentage is for informational purposes only and has no legal effect

\*\* not required for a phase of a phased strata plan

The unit entitlement for each **nonresidential** strata lot is one of the following [check appropriate box], as set out in the following table:

- (a) the total area of the strata lot, in square metres, rounded to the nearest whole number as determined by a British Columbia land surveyor as set out in section 246 (3) (b) (i) of the *Strata Property Act*.

**Certificate of British Columbia Land Surveyor**

I, ....., a British Columbia land surveyor, certify that the following table reflects the total area of each nonresidential strata lot.

Date: ..... [month day, year].

.....

Signature

**OR**

- (b) a whole number that is the same for all of the nonresidential strata lots as set out in section 246 (3) (b) (ii) of the *Strata Property Act*.

**OR**

- (c) a number that is approved by the Superintendent of Real Estate in accordance with section 246 (3) (b) (iii) of the *Strata Property Act*.

.....

Signature of Superintendent of Real Estate

<b>Strata Lot No.</b>	<b>Sheet No.</b>	<b>Total Area in m<sup>2</sup></b>	<b>Unit Entitlement</b>	<b>%* of Total Unit Entitlement of Nonresidential Strata Lots**</b>	<b>%* of Total Unit Entitlement of All Strata Lots**</b>

<b>Total number of nonresidential strata lots:</b>		<b>Total unit entitlement of nonresidential strata lots:</b>	
--	--	--	--

\* expression of percentage is for informational purposes only and has no legal effect.

\*\* not required for a phase of a phased strata plan

**Schedule of Unit Entitlement approved by the Superintendent of Real Estate in accordance with section 246 (5) of the *Strata Property Act*.**

.....

Signature of Superintendent of Real Estate

Date: .....[month day, year].

.....

Signature of Owner Developer

.....

Signature of Superintendent of Real Estate (if submitted under section 264 of the Act)

**BARE LAND STRATA PLAN**

The unit entitlement for each bare land strata lot is one of the following [check appropriate box], as set out in the following table:

- (a) a whole number that is the same for all of the strata lots in the strata plan as set out in section 246 (6) (a) of the *Strata Property Act*.

**OR**

- (b) a number that is approved by the Superintendent of Real Estate in accordance with section 246 (6) (b) of the *Strata Property Act*.

.....

Signature of Superintendent of Real Estate

<b>Strata Lot No.</b>	<b>Sheet No.</b>	<b>Total Area in m<sup>2</sup></b>	<b>Unit Entitlement</b>	<b>%* of Total Unit Entitlement**</b>
<b>Total number of lots:</b>			<b>Total unit entitlement:</b>	

\* expression of percentage is for informational purposes only and has no legal effect.

\*\* not required for a phase of a phased strata plan

Date: .....[month day, year].

.....

Signature of Owner Developer

.....

Signature of Superintendent of Real Estate (if submitted under section 264 of the Act)

**Form W**

**Strata Property Act**

[am. B.C. Reg. 203/2003, s. 5.]

**SCHEDULE OF VOTING RIGHTS**

*(Sections 245 (b), 247, 248, 264)*

Re: Strata Plan .....[*the registration number of the strata plan*], being a strata plan of

*[parcel identifier] [legal description]*

The strata plan is composed of .....[*number*] nonresidential strata lots, and .....[*number*] residential strata lots.

The number of votes per strata lot is one of the following [*check appropriate box*], as set out in the following table.

- (a) the number of votes per residential strata lot, if any, is 1, and the number of votes per nonresidential strata lot is calculated in accordance with section 247 (2) (a) (ii) of the *Strata Property Act*.

**OR**

- (b) the strata plan is composed entirely of nonresidential strata lots, and the number of votes per strata lot is calculated in accordance with section 247 (2) (b) of the *Strata Property Act*.

**OR**

- (c) the number of votes per strata lot is approved by the Superintendent of Real Estate in accordance with section 248 of the *Strata Property Act*.

.....  
Signature of Superintendent of Real Estate

Strata Lot No.	Type of Strata Lot  (Residential or Nonresidential)	Sheet No.	Number of Votes
<b>Total number of strata lots:</b>			<b>Total number of votes:</b>

Date: .....[month day, year].

.....

Signature of Owner Developer

.....

Signature of Superintendent of Real Estate (if submitted under section 264 of the Act)

**Form X**

***Strata Property Act***

**STRATA CORPORATION MAILING ADDRESS**

*(Section 245 (c); Regulation section 14.6 (1))*

Re: Strata Plan .....[*the registration number of the strata plan*], being a strata plan of

*[parcel identifier] [legal description]*

The mailing address of the strata corporation is:

.....  
.....  
.....  
.....

Date: .....[*month day, year*].

.....

Signature of Owner Developer

**Form Y**

***Strata Property Act***

**OWNER DEVELOPERS' NOTICE OF DIFFERENT BYLAWS**

*(Section 245 (d), Regulation section 14.6 (2))*

Re: Strata Plan .....*[the registration number of the strata plan]*, being a strata plan of

*[parcel identifier]*

*[legal description]*

The following or attached bylaws differ from the Standard Bylaws to the *Strata Property Act*, as permitted by section 120 of the Act:

*[wording of different bylaws]*

Date: .....*[month day, year]*.

.....

Signature of Owner Developer

**Form Z**  
**Strata Property Act**  
**APPLICATION TO DEPOSIT STRATA PLAN**  
*(Regulation section 14.9)*

I,

.....  
.....  
.....  
.....  
.....  
.....,

*[full name, address and telephone number of applicant, or agent of applicant]*

apply on behalf of

.....  
.....  
.....  
.....  
.....

*[full name, address and occupation of applicant]*

to deposit a strata plan of

*[parcel identifier] [legal description].*

I enclose:

- 1 The strata plan (original mylar), and the accompanying documents required by section 245 of the Act.
- 2 The reproductions of the strata plan required by section 14.4 (k) of these regulations.
- 3 Fees of \$ .....

4 Duplicate Infeasible Title No. .... . If a duplicate infeasible title does not accompany this application, I certify that I have, before making this application, checked that there is no duplicate infeasible title.

Date: .....[month day, year].

.....

Signature of Applicant, or Agent of Applicant

**Form Z.1**

***Strata Property Act***

[en. B.C. Reg. 289/2000, s. 4.]

**AMENDED SCHEDULE OF INTEREST ON DESTRUCTION**

*(Sections 17.20 and 17.21 of the Regulation)*

**Table 4:**

<b>Strata Lot No.</b>	<b>Sheet No.</b>	<b>Interest on Destruction</b>
<b>Aggregate</b>		

**Note:** *this regulation repeals B.C. Regs. 534/74, 74/78 and 248/93.*

[Provisions of the *Strata Property Act*, S.B.C. 1998, c. 43, relevant to the enactment of this regulation: sections 246 (7), 292 and 293 (4)]