



General Request for Property Information

This form is to be used for all requests by Owners, Authorized Agents, and Realtors. All other requests must utilize Freedom of Information Process. General requests for property information will be processed in the order they are received. Requested information will be provided via email unless otherwise indicated.

Address of Property: _____

Requestor Contact Information

Any personal information provided below is collected pursuant to section 26 of the Freedom of Information and the Protection of Privacy Act, the bylaws of the municipality under the Local Government Act, and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.

Name of Requestor:	Name of Company (if applicable):		
Address:		Postal Code:	
Phone:		Email:	

Item(s) Requested

<input type="checkbox"/> Final Occupancy	<input type="checkbox"/> Permits	<input type="checkbox"/> Zoning Information	<input type="checkbox"/> Service Connection Report
<input type="checkbox"/> Oil Tank(s)	<input type="checkbox"/> Land Survey		
<input type="checkbox"/> Other (please specify):			

USE THE BUILDING PLAN COPYING REQUEST FORM to obtain copies of plans from file (if any available).

Copyright Acknowledgement (requestor to complete)

I, _____, acknowledge that the requested records and/or requested
(Requestor Name - Please Print)
plans and surveys for the property with the civic address of _____, legally described
as _____, may be subject to copyright
Protection.

I confirm that the records requested are to be used solely for research or private study; that any use of the copy for a purpose other than research or private study may require the authorization of the copyright owner of the work in question; and that I will not use the records for any purpose that would violate the copyright or moral rights of the author of the records, without the consent of the author.

I acknowledge that there may be a cost/page for copies that must be paid before copies are released to me.

Signature of Requestor

Date



General Request for Property Information Authorization to Access Municipal Records

Property Owner

Complete this section if you are the Property Owner and are requesting information for your own property.

I, _____ solemnly declare that I am the registered owner of the property having a civic address of _____, legally described as _____, in the Province of British Columbia.

Signature of Owner

Date

Agent/Designated Agent

Complete this section if you are acting on behalf of the Property Owner / Buyer - Owner **MUST** sign below or attach a signed standard MLS listing agreement / executed contract for purchase and sale.

I, _____ solemnly declare that I am the registered owner of the property having a civic address of _____, legally described as _____, in the Province of British Columbia and hereby grant authorization to (Name) _____, of (Company Name) _____, for the purpose of accessing municipal records related to the above noted property up until the date of _____, inclusively.

Signature of Owner

Date

Signature of Agent

Date