



EMERGENCY/HOLIDAY CONTACT INFORMATION

STRATA PLAN: _____ DATE: _____

Owner(s) Name(s): _____

Suite: _____ Building Address: _____

Res Tel: _____ Res Fax: _____ Cell: _____

Bus Tel: _____ Bus Fax: _____ Other: _____

Mailing Address, if different from Suite:

Email Address: _____

Parking Stall #(s): _____

Pets: _____

Locker # (s): _____

Other Residents in Suite:

Do you have a security system? _____

If yes, does the security system have an alarm? _____ Or a silent response? _____

Responding Security System Company Name: _____ PH: _____

Personal Property Insurance Agent _____ PH: _____

If you **rent** your Suite, please note **Tenant(s) name(s) and contact(s) numbers** below:

Name: _____

Res: _____ Bus: _____ Other: _____

Should an emergency situation arise where Bayside (or authorities) require holiday or emergency information, please advise below your contact persons.

Contact Person(s):

1. Name: _____

Address: _____

Tel. Res: _____ Cell: _____ Bus: _____

2. Name: _____

Address: _____

Tel. Res: _____ Cell: _____ Bus: _____

Please complete and return to **BAYSIDE PROPERTY SERVICES LTD.**

by email to records@baysideproperty.com,

by fax to 604-430-2698, or by mail to Suite #100 - 6400 Roberts Street, Burnaby, BC V5G 4C9.

PERSONAL INFORMATION CONSENT FORM (STRATA PROPERTY OWNERS)

Name of Strata Property Owner _____

Unit No. _____

I understand the personal information provided to *Bayside Property Services Ltd.* (agent for Strata Corporation, Strata Plan _____) is for purposes of identifying and communicating with me, processing payments, responding to emergencies, ensuring the orderly management of the Strata Corporation and complying with legal requirements. I hereby authorize the Strata Corporation and their agent *Bayside Property Services Ltd.*, to collect, use and disclose my personal information for these purposes.

Signature _____

Date _____

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by fax to 604-430-2698 or by mail to Suite #100 - 6400 Roberts Street, Burnaby, BC V5G 4C9.



PRIVACY POLICY

Our Commitment

Bayside Property Services Ltd. is committed to protecting personal information.

Why We Collect Personal Information

We collect personal information for the following purposes:

- To ensure the orderly management of the rental and strata properties we manage
- To identify and communicate with our tenants and strata property owners
- To process payments of strata property owners and tenants
- To determine eligibility for a tenancy
- To assess credit worthiness of tenants
- To respond to emergencies
- To comply with legal requirements
- To manage our relationship with our employees/contractors and suppliers

Except where authorized or required by law, we will not collect, use or disclose personal information unless you have provided us with your consent.

You may withdraw your consent to our collection, use or disclosure of your personal information on reasonable notice. However, any withdrawal is subject to contractual and legal restrictions.

Protecting Your Information

We are committed to ensuring the security of your personal information and in that regard we will review and upgrade our security systems on a regular basis. Access to your personal information will be limited to selected employees within our organization. Where information must be provided to others, that information will be limited to that which is specifically required for a particular task.

We will do our best to ensure that your information is accurate and up-to-date. It is important that you contact us with changes to your information.

Bayside Property Services Ltd. will only retain your personal information as long as is necessary, including updating. When we destroy the information, we will use safeguards to prevent unauthorized parties from gaining access to the information.

Access to Your Information

You may request access to your personal information and the ways in which that information has been used and disclosed. Any request you make should be sufficiently detailed so that we may properly respond to your request. When you make a request, we will insist on verification of your identity, either with a photo or signature. We will charge a minimum fee when an access request is made and you should verify the amount at the time of making the request.

When providing your personal information we will edit out certain information as required or authorized by law, including the personal information of other individuals, information that is subject to an investigation and confidential commercial information.

Privacy Inquiries

To make an access request or if you have questions regarding our privacy practices, please contact our Privacy Officer by phone or in writing by addressing your correspondence to:

*The Privacy Officer, **Bayside Property Services Ltd.***