

**YCC323
REQUEST FOR CORPORATION RECORDS**

Applicant: _____ **Suite Number:** _____

Signature: _____ **Date:** _____

Please indicate if Applicant is: Owner Prospective Purchaser Mortgagee

**Part "A": Request to EXAMINE the records of the corporation ~
Please indicate records being requested:**

**Part "B": PURPOSE of Request ~
Please indicate the purpose for which the above records are requested:**

**Part "C": Request for PRINTED COPIES of records of the corporation ~
Please indicate records for which printed copies are being requested:
(to preserve confidentiality, electronic copies will not be distributed)**

The corporation shall, within a reasonable time, provide copies of the records to a person examining them, if the person so requests and pays a reasonable fee to compensate the corporation for the labour and copying charges. [Condominium Act, 1998, Section 55.6]

YCC323 will endeavour to provide the requested copies of records within three business days from date of receipt of request. Charge for this service is \$0.15 per page.

Management Office use: Received _____ Completed _____
Time: _____ Pages copied: _____ Charges: _____