



## **EMAIL REGISTRATION FORM**

Owners will receive all their strata correspondence via email designated on this registration form and will no longer receive any strata correspondence by mail or delivery. Please print and fill in all sections clearly. It may take up to 14 days for the registration to be processed.

Strata Plan _____	Unit #: _____
Property Address: _____	
Owner's Name(s) (Please print): _____	
Home Phone #: _____	Cell Phone #: _____
Email Address (Please Print): _____	

### **Terms and Conditions:**

- 1) The applicant and signatory must be a registered owner of the strata corporation.
- 2) Only one email address can be registered for each strata lot.
- 3) Upon activation, you will receive meeting minutes, notices of general meetings, monthly statements (if applicable), and notices via email; you will no longer receive these documents in paper form.
- 4) The email registration can be cancelled by providing TML with a written notice, 14 days in advance, via mail, fax, hand delivery or e-mail from the same email address registered for your strata lot.
- 5) The email registration will be automatically cancelled if your strata lot is sold.
- 6) In the event that you do not receive emails from TML, it is your responsibility to contact TML to ensure your registration is successful.
- 7) If an email is returned to TML as undeliverable, TML is not responsible for resending the email. The strata corporation and TML is not responsible for any loss incurred to owner(s). Your registration may be cancelled and revert to receiving paper copies without further notice.
- 8) If you want to order a document that was previously distributed via e-mail or replace a lost document, you will be responsible for the cost.
- 9) It is your sole responsibility to ensure that the contact information provided is current and accurate. This includes, but not limited to your name, address, phone number(s) and email address. Changes can be made with a written request submitted by mail, fax, email or hand delivery to TML.
- 10) In case of errors or questions about your electronic copies, you should notify TML as soon as possible via phone or email.
- 11) It is understood that the information collected will not be disclosed to any third parties and is for the use of the strata corporation and its management staff only.
- 12) Legal document(s) will not be distributed by email unless approved by the strata council.

By signing below, you understand and agree on the terms and conditions mentioned above and will like to proceed with this registration.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Signature of TML Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date