

**IN-SUITE ALTERATION APPLICATION FORM**  
(Not including flooring changes)

Please note you must **download & save** this form **prior to filling out** and submitting.

**Step 1:** Please review your Strata Corporation Bylaws to ensure such an alteration is permitted. The Bylaw may outline the minimum requirements and other important information.

**Step 2:** Complete the following application and submit to our office by mail, fax, or email to [property@wynford.com](mailto:property@wynford.com). Our office will re-direct your application to your Strata Manager.

Date of Application: \_\_\_\_\_

Strata Plan: \_\_\_\_\_ Strata Lot: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*Updating Records:** *The information provided on this form will not be used to update contact information already on file. Use the Owner Information Form found at [wynford.com](http://wynford.com) for record updating purposes.*

Areas you plan to change: \_\_\_\_\_

Specifics and details of renovation (you may attach a sketch of the planned changes):

Timeframe / duration of renovation: \_\_\_\_\_

Company / contractor name: \_\_\_\_\_

Is your contractor insured? Yes  No  \_\_\_\_\_

**Note:** Your contractor must carry Contractor Liability Insurance & WorkSafeBC before your application can be processed. \$2,000,000.00 coverage is recommended to protect you and the Strata Corporation.

**Step 3:** Your application will be reviewed and approved in due course. Please note that additional information / documentation may be required. Upon approval, your Strata Manager will be in contact with you to sign an Assumption of Liability Agreement.

**It is important for you NOT to commence work until written approval has been received. Please allow 2-3 weeks for processing time as Council may need to review at their next meeting.**

*\* In addition to mail and fax, forms can be submitted by email to [property@wynford.com](mailto:property@wynford.com)*