

Strata Corporation _____ Inc.
Community Corporation _____ Inc.

Name
Company (if applies)
Address

Date _____

Subject: Records & Funds for Corp' _____

Dear _____,

Strata Corporation:

This is a formal notice under **Section 39 of the Strata Titles Act** to hand over all Corporation records and funds including all archives in your possession by **close of business on** / / .

or

Community Corporation:

This is a formal notice under **Section 147 of the Community Titles Act** to hand over all Corporation records and funds including all archives in your possession by **close of business on** / / .

The designated officer is _____

Please contact _____ Ph _____(officer) to arrange for the the handing over of all records and funds.

We look forward to your prompt cooperation.

Yours sincerely,

Officer name (usually secretary or new manager)

Note: Failure to do so will see the Corporation lodging a formal complaint with the Office of Business & Consumer Affairs and / or the Magistrates Court.

Strata Titles Act: Section 39 Power to require handing over of property

Section 39—Power to require handing over of property

(1) A strata corporation may by notice in writing to a person who has possession of any record, key, or other property of the corporation, require that person to deliver it to an officer of the corporation named in the notice on or before a specified time.

(2) A person who fails to comply with a requirement under subsection (1) is guilty of an offence.

or

Community Titles Act: Section 147 Power to require handing over of property

Section 147—Power to require handing over of property

(1) A community corporation may by notice in writing to a person who has possession of any record, key, or other property of the corporation require that person to deliver it to an officer of the corporation named in the notice on or before a specified time.

(2) A person who fails to comply with a requirement under subsection (1) is guilty of an offence.

Maximum penalty: \$2 000.