

**STRATA CORPORATION
LATE PAYMENT & CHARGEBACK DISPUTE**

Late Payment & Chargeback Details

Provide details of the arrears notice and/or chargeback letter. The strata plan and date are in the top right-hand corner of the arrears notice, or in the top left-hand corner, and the subject lines of the chargeback letter.

Date of Notice/Letter: _____ Strata Plan: _____ Unit #: _____

Address: _____

Notice/Letter Description: _____ (as it appears on the line item of the arrears notice, or the subject line of the chargeback letter)

Respondent(s) Information

Provide your name and contact details. If you are writing on behalf of the registered owner(s), you will need to provide a brief description of your relationship to them.

First & Last Name: _____

Phone: Home _____ Cell _____ Work _____

E-mail: _____

Are you a filing this dispute on behalf of the owner? Yes ☐ No ☐

If yes, provide description of relationship: _____

Dispute Details

Provide information as to why you disagree with the arrears notice or chargeback letter. If applicable, additional supporting evidence (pictures, receipts, affidavits etc.) can be attached to your email. Do not include additional dispute details in the body of the email, as they will not be reviewed.

***200 Word Limit**

Section 135 of the Strata Property Act provides individuals with the opportunity to answer complaints in person. If requested, you will be advised of the date and time of the next meeting and provide with a 5-10 min time slot to present your case to the Council.

Do you wish to attend the next council meeting to present your dispute in person? Yes ☐ No ☐

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KORECKI

REAL ESTATE SERVICES INC.

Acknowledgements

I/We are the owners of the affected unit or have been authorized by the owner(s) to represent them in this matter. I/We hereby certify that the above information is correct. I/We understand that if I/We do not receive a satisfactory response from the Council that further disputes of this topic will not be acknowledged and that my/our only recourse will be to initiate legal action, Civil Resolution Tribunal action, or a Human Rights Tribunal claim.

Date: _____ Signature: _____ Signature: _____

*Please complete in full and email to the address below.

Procedure

You will be advised once this form has been received. The form will be verified for content and presented to the Strata Council for discussion at the next regularly occurring council meeting. If you have requested to attend the meeting to present your dispute in person, you will be contacted and provided with a date and time for your hearing.

All dispute decisions are made at the Strata Council's discretion. Details of the decisions made will be reported in the subsequent meeting minutes. The reporting will be done in a format that does not identify the person filing the dispute. A letter outlining the Council decision will be issued to the registered mailing address for your unit within two (2) weeks of the date of the meeting.

All dispute decisions are final, if you do not receive a satisfactory response from the Council, further correspondence on this topic will not be acknowledged. The only remaining recourse will be to initiate legal action, Civil Resolution Tribunal action, or a Human Rights Tribunal claim.

Office Use Only
Received By:

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