SAMPLE: DEPRECIATION REPORT REQUEST FOR PROPOSAL:

PART ONE: TO BE PROVIDED BY THE STRATA CORPORATION

The owners, Strata Plan (ABC1234) are requesting proposals for a depreciation report that meet the conditions and provisions of the B.C. *Strata Property Act* & Regulations.

1. PLEASE SEND ALL PROPOSALS TO THE FOLLOWING: Email Address ☐ Mailing Address ☐ Both ☐
Email: _____
Mailing address: _____

2. THE STRATA CORPORATION IS SELF MANAGED _____ OR CONTRACTS STRATA MANAGEMENT_____
If applicable, provide the name of the strata manager , strata management company and contact info:
_____

3. CONTACT PERSON FOR THE PURPOSE OF SUBMISSIONS & QUESTIONS:
Name: _____
Phone #: _____ Alternate phone #: _____
Email:_____ Fax #: _____

4. THE STRATA CORPORATION CONSISTS OF THE FOLLOWING INFORMATION:
Number of buildings:_____ Total number of Strata lots:_____
Sectioned strata? yes ☐ no ☐ Air parcel Agreement? yes ☐ no ☐
Number of floors: _____ Number of parkade levels: _____
Number of windows per floor: _____ Emergency Generator: yes ☐ no ☐
Type of roof: _____ Age of roof: _____
Number of elevators: _____ Elevator cab / hydraulic upgrade: yes ☐ no ☐ / year: _____

5. PLEASE INDICATE AS APPROPRIATE:
- Type of strata corporation: residential ☐ commercial ☐ mixed use ☐ industrial ☐ shared community plan☐ to be confirmed ☐
- Balconies: yes ☐ no ☐ / open ☐ enclosed ☐ mixed ☐
- Facilities: laundry room ☐ recreational facilities ☐ guest room ☐ to be confirmed ☐
- Utilities: water ☐ sewage ☐ energy ☐ septic ☐ to be confirmed ☐
- Amenities: Parkade(s) ☐ elevators ☐ air conditioning ☐ to be confirmed ☐
- Green Building Components: yes ☐ no ☐ to be confirmed ☐
- Phased development: yes ☐ no ☐ to be confirmed ☐
- Type of construction: wood frame ☐ concrete ☐ other ☐_____ to be confirmed ☐

6. DATE OF FIRST OCCUPANCY: _____

7. BYLAWS ATTACHED? yes ☐ no ☐ / hard copy ☐ electronic copy available ☐

8. REGISTERED STRATA PLAN ATTACHED? yes ☐ no ☐ / hard copy ☐ electronic copy available ☐

For more information about CHOA please visit **www.choa.bc.ca** or contact the office by phone at **1-877-353-2462** or email at **office@choa.bc.ca.**

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9. MULTIPLE STRATA CORPORATIONS SHARING COMMON FACILITIES? yes ☐ no ☐

10. PREVIOUS DEPRECIATION REPORTS ARE AVAILABLE: yes ☐ no ☐

11. DOCUMENTATION AVAILABLE:

- All relevant documentation ☐
- Most relevant documentation ☐
- Some relevant documentation ☐
- Minimal relevant documentation ☐
- Unknown ☐

PART TWO: TO BE COMPLETED BY THE PERSON, TEAM OR FIRM PROVIDING THE DEPRECIATION REPORT PROPOSAL

1. INDICATE YOUR RELATIONSHIP WITH THE STRATA CORPORATION, INCLUDING ANY RELATIONSHIP WITH THE STRATA MANAGEMENT COMPANY ACTING AS THE AGENT OF THE STRATA CORPORATION:

_____

2. INDICATE WHETHER YOU ARE COVERED BY ERRORS AND OMISSIONS INSURANCE FOR THE PURPOSE OF PROVIDING DEPRECIATION PLANS: yes ☐ no ☐
   NOTE: A Copy of the errors & omissions insurance policy, verifying the coverage of the person /team / firm preparing the depreciation report, may be required from the successful submission

3. INDICATE THE PROPOSED TOTAL COST FOR PROVIDING THE REPORT: _____

4. INDICATE THE ESTIMATED TOTAL COST FOR THE 3 YEAR RENEWAL / UPDATE _____

5. INDICATE THE SERVICES THAT YOU WILL PROVIDE WITH THE REPORT: _____

_____

_____

_____

6. WILL THE DEPRECIATION REPORT BE PROVIDED ELECTRONICALLY? yes ☐ no ☐

7. ARE COPIES OF PREVIOUS DEPRECIATION REPORTS CONDUCTED BY THE PERSON / TEAM / FIRM AVAILABLE FOR REVIEW? yes ☐ n o ☐

8. PLEASE INDICATE THE PREVIOUS EXPERIENCE OF THE PERSON / TEAM / FIRM PROVIDING THE DEPRECIATION REPORT: _____

_____

_____

_____

ALL INFORMATION EXCHANGED IN THE PROCESS OF REQUESTING AND RECEIVING INFORMATION FOR THE PURPOSE OF PROPOSALS AND CONTRACTS IS PROTECTED UNDER THE PERSONAL INFORMATION PROTECTION ACT OF BC, AND THE STRATA CORPORATION RETAINS ALL INFORMATION FOR ITS SOLE USE. INFORMATION CANNOT BE SHARED OR COPIED TO ANY 3RD PARTY WITHOUT THE EXPLICIT WRITTEN APPROVAL OF THE STRATA CORPORATION. THE STRATA CORPORATION RESERVES THE RIGHT TO SELECT OR DECLINE ANY OR ALL OF THE APPLICANTS AT THEIR SOLE DISCRETION.

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