Request For Strata Management Services Proposal

The owners of strata plan, _______________ are requesting a proposal for management services. The following information includes a summary of our property and the essential services we are seeking. Please contact the strata representative to deliver a proposal package or request an appointment with our strata council.

Once a successful company has been selected, the proposed contract will be requested for the discretion of strata council to seek legal advice on the terms and conditions of the contract.

Strata Council Representative Contact: ___________________________ Phone #: __________________

Location of the Strata Property: Address________________________________________________
City____________________________________________________

Total number of units:_____   Total number of buildings:_____

Type of Building
Low-rise__________ Townhouse__________ High-rise__________ Bare-land________
Residential__________ Commercial__________ Mixed use__________
Date of original construction________________       First occupancy_______
Current management status________________

Services we are seeking (check to indicate)

Accounting
Accounts receivable________ Accounts payable________ Monthly financial reports____
Year-end reconciliation____ Investment management____ Collections________
CRF planning____________ Annual tax returns________ Audit Preparation____________
Banking_________________

Operations
Service contract supervision____ Employee supervision______ Employee recruitment______
Building inspections & reports__ Maintenance planning______ Emergency response_______
Risk management__________ Sourcing service providers and contractors________

Governance
Attend monthly meetings____ Attend general meetings______ Minute taking________
Minutes distribution________ Prepare notice of general meetings_______
Correspondence____________ Registration at general meetings________
Record keeping____________ Privacy officer ______

Additional information:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

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or contact the office at 1-877-353-2462 or email office@choa.bc.ca.

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