

Phone: (905) 832-8510 Fax: (905) 832-8558

File No.:	

Disclosure of Building Survey Request

(Information from Departmental Records)

Applicant Information

First Name				Last name	
Street Number	treet Number Street Name		Suite/U	nit Number	Telephone Number
City/Town		Province	Postal	Code	Mobile Number
Email Address			1		Fax Number

Building Information (a separate application is required for each address)

Street Number	Street Name	Suite/Unit Number			
Officer Multiper	Officer Name	Gaite/Offit Natriber			
Legal Description (office use)					
Records/Information Requested (may be described in a separate attachment)					

Information for Applicant

- \$50.00 + HST (\$56.50) non-refundable fee must accompany this application. Should we have a copy of the survey on file, the balance will be due at that time.
- The Building Standards Department will conduct a search for the survey and if the survey is found the request is subject to the provisions of the <u>Municipal Freedom of Information and Protection of Privacy Act, R.S.O.</u> 1990, c. M56, the information will be provided.
- Please note that some documents may be subject to the provisions of the <u>Copyright Act</u>.
- Completed requests will be retained for 30 days, after which the request is deemed to be abandoned and the
 file will be closed. If you wish to proceed with this request at a later date, a new application and fee will be
 required.
- The personal information on this form is collected under the <u>Municipal Act, 2001, S.O. 2001 c.25 s. 227 (b)</u> and (c), and the <u>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56</u>. The information will be used to process this application and to create statistical reports. Questions about the collection of information can be directed to the Building Standards Department at 905-832-8510.

Applicant Declaration

I do hereby declare the	following:							
That I am	the owner of the property described above (proof required)¹							
	a director of the management company responsible for the building on behalf of a property owner (proof required) ²							
	a person who has the written consent of the property owner or the management company responsible for the building on behalf of an owner (proof required) ³							
	a person who h	as Other (describe)						
 That I understand that the initial fee covers the cost of a records search and is non-refundable, even if no records are found, and that additional fees are payable for copying. That I have read and understand the information provided on this form. 								
*Please note, v	we will not proce	ed with your request until proof of own	ership has been received					
¹ Tax bill, property deed, purchase of sale agreement which stats the owner and date of closing) ² If a management company is providing written, signed consent, the proof required in "1" above, is also required. ³ Requests without consent are not accepted								
Signature		Print Name	Date					
Fees \$50.00 + HST (\$56.50 non-refundable cheque) made payable to the City of Vaughan Mail to: 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1								
-		\$29.50 + HST (\$33.34) cost of copying	ng					
For Office Use Only								
Retrieval Fee: \$ 50	0.00 (+ HST)	Receipt No.:	Date:					
Additional Fee: \$ 29	9.50 (+ HST)	Receipt No.:	Date:					
Building Standards	Department Re	esponse / List of Information Provid	ed					

Date:

Signature: