

SECTION 5-11 OF THE RULES REQUIRES A STRATA MANAGEMENT BROKERAGE AND ITS RELATED LICENSEES TO DISCLOSE TO A STRATA CORPORATION CLIENT ANY REMUNERATION\* THEY EXPECT TO RECEIVE FROM ANYONE OTHER THAN THE STRATA CORPORATION AS A RESULT OF PROVIDING REAL ESTATE SERVICES TO THE STRATA CORPORATION.

\*"remuneration" includes any form of remuneration, including any commission, fee, gain or reward, whether the remuneration is received, or is to be received, directly or indirectly.

**PART A**

Notice to (strata plan number)

**PART B - DISCLOSURE**

\_\_\_\_\_ is licensed under the *Real Estate Services Act* and hereby discloses to you that the brokerage will  
(name of brokerage)  
receive or anticipates receiving remuneration on an ongoing basis, from the persons identified, for the following services.

**Strata Management Services**

1. Provision of Form F-Certificates of Payment to owners or prospective purchasers (or authorized parties) as required by section 115 of the *Strata Property Act*. \$\_\_\_\_\_ to be received from the person to whom the Form F is provided.
2. Provision of Form B-Information Certificates to owners or prospective purchasers (or authorized parties) as required by section 59 of the *Strata Property Act*. \$\_\_\_\_\_ to be received from the person to whom the Form B is provided.
3. Provision of copies of minutes and/or bylaws or other strata corporation documents to authorized parties as per section 4.2(1) of the Strata Property Regulation. \$\_\_\_\_\_ per page to be received from the person to whom the minutes and/or bylaws or other strata corporation documents have been provided.
4. Priority Fees: An additional fee charged in order to provide the documents set forth in items 1, 2 and 3 above on a priority basis:
  - (a) within one (1) business day: \$\_\_\_\_\_
  - (b) within \_\_\_\_\_ business days: \$\_\_\_\_\_
  - (c) within \_\_\_\_\_ business days: \$\_\_\_\_\_
5. Fees as a result of recommending a service provider (such as a real estate licensee, insurance broker, notary public, lawyer or savings institution, or any other person providing other products or services) to the strata corporation \_\_\_\_\_ to be received from \_\_\_\_\_  
(amount or method of calculation)
6. Fees as a result of referring the strata corporation to a service provider: \_\_\_\_\_ to be received from \_\_\_\_\_  
(amount or method of calculation)
7. Other \_\_\_\_\_

**PART C - SIGNATURES AND ACKNOWLEDGEMENT**

This disclosure is made to you in compliance with section 5-11 of the Rules under the *Real Estate Services Act*, at

\_\_\_\_\_ on \_\_\_\_\_  
(place) (date)

Name of Licensee \_\_\_\_\_ Signature of Licensee \_\_\_\_\_

**Acknowledgement and Receipt**

The undersigned acknowledges receipt of this Disclosure of Remuneration at \_\_\_\_\_ on \_\_\_\_\_  
(place) (date)

Person to whom disclosure has been made \_\_\_\_\_  
(name) (title) (signature)

Person to whom disclosure has been made \_\_\_\_\_  
(name) (title) (signature)

**A COPY OF THIS DISCLOSURE IS NOT REQUIRED TO BE PROVIDED TO THE REAL ESTATE COUNCIL UNLESS IT IS SPECIFICALLY REQUESTED.**