

**STRATA CORPORATION  
BYLAW & RULE VIOLATION COMPLAINT**

**Complainant(s) Information**

Provide your building information, name, and contact details. The information will be verified against building records. Invalid forms or forms received for unregistered tenants will not be processed.

First & Last Name: \_\_\_\_\_

Building Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

Strata Plan: \_\_\_\_\_ Unit #: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you a registered tenant or the owner of the property?      Tenant       Owner

**Nature of Violation**

Select the applicable violation type and subcategory. If you need to file multiple types of complaints a new form must be completed for every violation type and subcategory.

Noise Violations - \_\_\_\_\_       Smoking Violations - \_\_\_\_\_

Parking Violations - \_\_\_\_\_       Storage Violations - \_\_\_\_\_

Pet Violations - \_\_\_\_\_       Waste Disposal Violations - \_\_\_\_\_

Property Damage - \_\_\_\_\_       Other - \_\_\_\_\_

**Violation Date(s) & Time(s)**

Provide information on the date and time of the infraction. If the infraction is repetitive (e.g. loud music/smoking), provide the date and time of every infraction.

Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Source Unit/Parking**

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Provide information as to what unit or parking stall the infraction originated from. In most cases action cannot be taken unless details on the source unit or parking stall are provided.

Building Address (if different from above): \_\_\_\_\_

Unit #: \_\_\_\_\_ or Parking Stall #: \_\_\_\_\_

**Additional Information**

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Provide additional information that might help identify the source of the infraction or clarify the nature of the violation. The more concise the information the easier/quicker it will be to confirm the infraction and issue a violation letter.

\*200 Word Limit

**Acknowledgements**

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I/We hereby certify that the above information is correct and has been witnessed by me/us. I/We understand that in accordance with the Strata Property Act copies of complaints may be requested by the person against whom they are made. If requested, the complaint will be release with the complainants identifying factors redacted. I/We further understand that if legal action, Civil Right Tribunal or Human Rights Tribunal claim is initiated by the person against whom the complaints are made this document may need to be released in its entirety.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**Procedure**

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You will be advised once this form has been received. The form will be verified for content and an infraction letter issued in accordance with the Strata Property Act and your respective strata corporation's bylaws. In most cases an infraction letter will be issued within five business days of the violation form being received.

For issues such as noise and waste disposal we recommend speaking to the responsible party first, as they might not be aware of the infraction.

Details of the actions taken relating to specific complaints will be reported in the subsequent meeting minutes. The reporting will be done in a format that does not identify the person making the complaint or against who the complaint has been made.

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Office Use Only  
Received By: