



Owner's Authorization Form

PLEASE NOTE: This form must be completed for all applications where the applicant is not the sole owner of the subject property.

Description of Property

Civic Address:

District of Sooke

British Columbia

City

Province

Postal Code

Applicant Contact Information

Applicant Name:

**Company /
Organization**

Email:

Phone Number(s):

Mailing Address:

City

Province

Postal Code

Registered Owner's Authorization (to be completed by all owners of the property)

As the registered owner(s) of the property described above, I/we authorize:

Agent Name:

to act as my/our Agent in regard to application(s) at my/our property.

Corporate Authorization (to be completed if the owner is a corporation)

Corporation Name

Limited #

Name of Signing Officer

Signing Officer Signature

Date

By completing this authorization form, I/we hereby acknowledge that:

- 1) This authorization allows the above noted Agent to make all necessary arrangements with the District of Sooke to perform all matters and to undertake all necessary proceedings with the respect to the application(s) noted above;
- 2) The District of Sooke shall deal exclusively with the above noted Agent with respect to all matters pertaining to the

Freedom of Information and Protection of Privacy Act Notice: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act sections 26(c) and will be used for the purpose of processing your application. If you have any questions about the collection and use of this information please contact Corporate Services.



- application(s) and is under no obligation to communicate with the owner(s) of the subject property or any other person(s);
- 3) It is the responsibility of the registered owner(s) to review the application package(s) and understand all requirements of the application(s) as well as the general process and the associated timelines;
 - 4) Upon review of the application(s) by the District of Sooke, additional documents and/or information may be requested by the District;
 - 5) All information, including personal information, collected for the purposes of the above application(s) may be made available to the public;
 - 6) It is the responsibility of the registered owner(s) to notify the District of Sooke, in writing, of any changes regarding this information; and
 - 7) It is the responsibility of the registered owner(s) to notify the District of Sooke, in writing, of their wish to cancel the above application(s).

Owners Name (print)	Owner Signature	Date
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Owners Name (print)	Owner Signature	Date
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Owners Name (print)	Owner Signature	Date
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Owners Name (print)	Owner Signature	Date
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Owners Name (print)	Owner Signature	Date
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PLEASE NOTE: For properties registered pursuant to the *Strata Property Act*, an application must be accompanied by a resolution passed by $\frac{3}{4}$ vote at an annual or special general meeting authorizing the changes to the common property of limited common property as **requested in this application**.

Agent's Acknowledgement (to be completed by Authorized Agent)

I hereby understand the above information and acknowledge I will be the primary contact for all communications with the District of Sooke with respect to the above application(s). Further, I understand that it is my responsibility, as the applicant, to coordinate and communicate with any and/or all sub-consultants and the owner(s) of the subject property with respect to the above application(s).

Agent Name	Agent Signature	Date
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