LANGARA GARDENS

Request for Rental Receipt / Letter of Residence

TENANT'S NAME(S)_____

PHONE NUMBER(S): _____

SUITE#_____ADDRESS:_____

Are you a: [ ] Current Tenant.
[ ] Previous Tenant. When did you vacate:_____
(Must provide month & year to retrieve records)

I am requesting for:

[ ] Receipts of rent payment for current year
[ ] Receipts of rent payment for previous year(s). Which Year(s):_____
Restricted to records prior to 2010

[ ] Letter of residence

Note:

- Receipts or Letter of Residence for current tenants may take approximately 1 - 2 weeks to process.
- Receipts or Letter of Residence for previous tenants may take approximately 2 - 3 weeks to process. *****Statutory holiday may delay the time of processing*****
- Tenant records are kept for a maximum of 7 years.
- Tenant / Occupant names on record may not be changed or omitted.
- Reprints are subject to an administration charge of up to $5.00 per page.

Dated at Vancouver, B.C., this _____ day of _____ , 20_____

Requested by:

X_____
SIGNATURE OF TENANT

X_____
SIGNATURE OF TENANT

Received by:

X_____ _____
SIGNATURE PRINT NAME

X_____ _____
SIGNATURE PRINT NAME

_____
DATE RECEIVED: