

**Strata Plan:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Please complete and email this form back to \_\_\_\_\_

Please read the following NOTES of Updating Entercom Directory:

- An activate telephone is required to activate the entercom system.
- The owner or tenant must complete the following form. For tenants, a Form K must be filed with the Strata Corporation.
- When buzzing, press “9” on the phone key pad, and the door will open.
- It may take 3 business days to complete the updating upon receipt of the completed form.
- The owner/tenant agrees not to buzz in anyone you do not know and submit the request to delete the entercom directory immediately before vacating the unit.
- The Strata may decline the new request if no cancellation request is made for deleting the previous entercom directory.

Unit #	Phone #	Name Showing On the Entercom Directory <i>14 characters max</i>	Buzz Code (Assigned by the Strata)	Legal Name of owner or tenant	Remarks
		Example			
x01	604-000-0000	R O B & C A T H R Y N	9999	John Smith	delete the previous info
x01	604-111-1111	J O H N W	9999	Sarah Good	New update request
		<b>You complete from here</b>			
Notes					

The above request was made by Unit \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

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