

This cover page contains information about the contents of the document that follows. For more information, please refer to our webpage: [vancouver.ca/property-research](https://vancouver.ca/property-research).

**Overview:**

This document may be used to make an application for letters processed by the Property Research Team. The letters include:

- Approved Use Letter
- Property Research Letter (also referred to as a “comfort letter”)
- Independent School Certification Letter

**Who to contact for more information:**

If you would like more information or require this application to be accessible in an alternate format, please contact us by calling 3-1-1 or email us at [property.research@vancouver.ca](mailto:property.research@vancouver.ca).

**Application Fees**

Applications will not be reviewed until we have received a completed application form, completed authorization form (if required) and all applicable fees. Please refer to our webpage (link provided above) for details on specific fee amounts.

We will be in touch shortly after receiving your application form, and advise you that your fee is available to pay online (payments can be made using Visa, Master Card or American Express).

**To Submit Your Application**

Download and complete the Property Research Request Application Form. Submit the completed form and all applicable documents by email to [property.research@vancouver.ca](mailto:property.research@vancouver.ca).

In addition to the application form, you may also need to include an Owner/Strata Authorization Form (accessible on our webpage - link provided above) for the submission to be considered complete. These are required for applications that are submitted by a third party (i.e. anyone other than the registered property owner).

**Property Location (address of the property you would like us to review)**

<b>Required Fields:</b>				
Street No.	Street Name			Suite/Unit No.
<b>Optional Fields:</b>				
Lot	Block	District Lot	Plan	PID
Other Location Information (for example, "request is related to only the commercial units in this mixed use building", or perhaps "the request relates to only the building addressed as '1212' on this parcel"):				

**Type of Request**

<input type="checkbox"/> Approved Use Letter  <input type="checkbox"/> Property Research Letter  <input type="checkbox"/> Independent School Certification Letter School Name: _____ School Type: <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> Secondary <input type="checkbox"/> Other – please specify: _____ School Status: <input type="checkbox"/> New <input type="checkbox"/> Existing	
<i>If you would like to request environmental information (e.g. information about site contamination), please email your request to <a href="mailto:EnvironmentalProtection@vancouver.ca">EnvironmentalProtection@vancouver.ca</a></i>	

**Applicant Information**

First Name		Last Name	
Company Name (if applicable)			
Street No.	Street Name		Suite/Unit No.
City/Town		Province	Postal Code
Primary Telephone No.	Secondary Telephone No.	Email	
Applicant is (select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other (specify) _____			
*CoV Online Account Name			

*\*If you do not have an online account, please register for online payments using the following link <https://plposweb.vancouver.ca/Public/Login.aspx> and indicate your account name under the above "CoV Online Account Name" field.*