

# Registrar Review Request Form



To be valid, the Registrar must receive the request by email or fax, or the envelope must be postmarked no later than 30 days following your receipt of the decision being reviewed.

The information on this form is collected under the authority of the *Homeowner Protection Act* and will only be used for the purpose of processing your request. If you have any questions about the collection, use, and disclosure of this information, contact our office by phone at (604)646-7050 or toll-free at 1-800-407-7757.

<b>A. REQUESTOR INFORMATION</b>			<p style="text-align: center;"><b>For office use</b></p> <hr/> Date Received: _____ <hr/> Date of Post Mark: _____ <hr/> LIMS file: _____ <hr/>
Requestor Name: _____			
Driver's Licence Number: _____			
Address: _____			
City/Town: _____	Province: _____	Postal Code: _____	
Telephone: Home: (    ) _____	Work: (    ) _____		
Email: _____	Fax: (    ) _____		
Preferred method of correspondence: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax			

<b>B. TYPE OF DECISION</b>		
Indicate the type of decision for which you are requesting a review:		
<input type="checkbox"/> Suspension or Cancellation of Licence	<input type="checkbox"/> Denial of Licence/Renewal	<input type="checkbox"/> Compliance Order
<input type="checkbox"/> Suspension or Cancellation of Owner Builder Authorization	<input type="checkbox"/> Denial of Owner Builder Authorization	<input type="checkbox"/> Monetary Penalty
<input type="checkbox"/> Conditional Licence	<input type="checkbox"/> Denial of Request to Sell	<input type="checkbox"/> Other _____
<b>A copy of the decision being reviewed must be attached.</b>		

<b>C. REASON FOR REQUEST</b> <i>(If more space is needed, please attach a separate sheet.)</i>
Request: <i>(Please provide details. What are you asking for?)</i>
Reason/s for request: <i>(Please describe the reason(s) for your request as well as why you think the decision should be changed and include supporting documentation that you would like the Registrar to consider )</i>

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

**Please submit to the attention of the Registrar of BC Housing.**