



Application Form
BUILDING INFORMATION ABSTRACT (BIA)

Applicant Information (complete ALL LINES - we NEED your PHONE NUMBER & MAILING ADDRESS even if faxing back)

Your Name: _____

Your Company Name (if applicable) _____

Your File No. and/or Client Reference Name: (if applicable) _____

Your Mailing Address: _____

City _____ Postal Code _____

Phone: (____) _____

Property Information

Please provide the details on the property to be researched.

Civic Address: _____

Legal Description: Lot: _____

Block: _____

Plan: _____

Your interest in this property (check one) [] Owner [] Realtor [] Lawyer [] Purchaser

BIA Report Information

Please Indicate how you want the BIA Report delivered to you . (check ONE delivery method only)

- [] Mail We will use the mailing address provided above.
[] Pick Up We will call you at the phone number provided above when the report is ready.
[] FAX FAX Number (____) _____
[] Email _____

Attachments

Please ensure the following has been completed and is attached to this application, if applicable:

1. Application Fee* Payment of \$50.00 in advance, by cash / cheque / Interac

* Payment must be submitted at the time of request before any research will be conducted.

2. Real Property Report Submit a legible, signed, and dated Real Property Report (Surveyor's Certificate) on one page.

Signature of Applicant

Signed _____

Date _____

NOTE: There is a minimum four-day turnaround for this service.

Return to City of Martensville, Planning & Regulations Dept., 37 Centennial Dr. S., Box 970 Martensville, SK S0K 2T0
Phone: (306) 683-5566 Fax: (306) 933-2468 Email: planningclerk@martensville.ca Web: www.martensville.ca