

**Applicant Information** (Complete ALL lines; we NEED your PHONE NUMBER & MAILING ADDRESS even if e-mailing or 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: ( \_\_\_\_\_ ) \_\_\_\_\_

City of Saskatoon Billing Account (Check one):  No\*  Yes Account Number \_\_\_\_\_

**Property Information**

Please provide the details on the property to be researched.

Civic Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_

(or Parcel Number/s) 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.

E-Mail E-Mail Address \_\_\_\_\_

FAX FAX Number ( \_\_\_\_\_ ) \_\_\_\_\_

Pick-up We will call you at the phone number provided above when the report is ready.

**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 Fee is attached

*\*payment must be submitted at time of application before any research will begin*

Bill account

2. Real Property Report Submit a legible, signed and dated Real Property Report (Surveyor's Certificate) Copy attached

**Signature of Applicant**

\_\_\_\_\_  
Signed Date

**NOTE: There is a minimum three business day turnaround for this service.**

Building Information Abstract applications (on account) can be e-mailed to: [building\\_standards@saskatoon.ca](mailto:building_standards@saskatoon.ca)

RETURN TO CITY OF SASKATOON, BUILDING STANDARDS BRANCH, 222-3<sup>rd</sup> AVE NORTH, SASKATOON SK S7K 0J5

Phone: (306) 975-2645

Fax: (306) 975-7712

Website: [www.saskatoon.ca](http://www.saskatoon.ca)