



RENT RECEIPT REQUISITION

DATE REQUESTED: _____

NAME: _____

ADDRESS (receipt requested for):

PHONE: _____

YEAR REQUIRED: _____

- PICKUP** (we will call you when the receipt is ready)
- MAIL TO THE ABOVE ADDRESS**
- E-MAIL TO** _____
- MAIL TO ALTERNATE ADDRESS** (specify below)

Please **fax** (905-527-3181) or **e-mail** (finance@vpch.com) this requisition to:

Attention: Finance Department

NOTE: There will be a service charge for request of verification for taxation years prior to current tax year. The charge is **\$25.00 per year**.

YOUR RENT RECEIPT WILL BE READY TWO WEEKS FROM THE DATE WE RECEIVE YOUR REQUEST.

By signing below, I agree to all conditions specified above & I confirm that all information provided above is true and accurate.

Tenant Signature: _____ **Date:** _____
(Current or Past)