



## **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](mailto:finance@vpch.com)) this requisition to:  
**Attention:** Christine Lindo

**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)