

Lawyer/Notary Document Request Form

All lawyer/notary requesting documentation must provide a letter of undertaking.

Orders received after 12:00 pm will not be processed until the next business day. Orders are not provided or processed on weekends or holidays. All cancellations or amended requests must be submitted within the same day of the date ordered; otherwise, full charges will apply. All orders are non-refundable. Please note our office does not provide any verbal information in regards to strata forms.

Strata Building and Unit Information

Purchase and Sale Information

Strata Plan Number:		Purchaser's Name:	
Strata Lot Number:		Purchaser's Name:	
Parcel Identifier (PID):		Contact Phone Number:	
Legal Description:			
Name of Registered Owner(s):		Completion Date (mm/dd/yy):	
Civil Address:		Possession Date (mm/dd/yy):	

Document Requested (check all that apply)

Fees (GST/HST applicable)

<input type="checkbox"/>	Form B – Information Certificate	\$35.00 per document
<input type="checkbox"/>	Form F – Certificate of Payment	\$15.00 per document

The Information Certificate (Form B) will include copies of the Strata Corporation's Rules, Current Budget and Developer's Rental Disclosure Statement, if any, as per Section 59 (4) of the Strata Property Act. A fee of \$0.25 per page will be charged plus GST/HST.

Your documents will be ready for pick up in seven (7) days and we will contact you when the documents are ready. Should you require expedited services, please complete the following:

Expedited Services

Fees (GST/HST applicable)

<input type="checkbox"/>	Hot (same day ready by 5pm if ordered before 12pm)	\$160.00
<input type="checkbox"/>	Rush (next day by 5pm)	\$120.00
<input type="checkbox"/>	Express (2 day service by 5pm)	\$90.00
<input type="checkbox"/>	Regular (3 day service by 5pm)	\$70.00
<input type="checkbox"/>	Economy (4 -6 day service by 5pm)	\$30.00

All expedited fees are charged per form requested. Any additional documents provided will be charged at \$0.25 per page plus GST/HST.

Form Delivery Options (check all that apply)

Your Contact Information

<input type="checkbox"/>	Fax: \$5.00 per order + GST/HST	Title (Mr., Mrs., Ms., Dr.):	
<input type="checkbox"/>	Mail: \$5.00 per order + GST/HST	Name (First, Last):	
<input type="checkbox"/>	Email: \$5.00 per order + GST/HST	Company Name:	
		Direct Line:	
		Phone Number:	
		Fax Number:	
		Email Address:	
		Mailing Address:	

All service fees are GST/HST applicable. Payment may be made by cash or cheque. Documents will only be released upon receipt of full payment. All pick-ups are C.O.D. Orders not picked up after three (3) weeks will be destroyed.