

Realtor/Owner Document Request Form

I am the registered owner or an agent authorized by the owner. I hereby confirm that I am entitled or have authorization to receive the documents ordered. I agree to pay the charges in full and understand this order is non-refundable.

Authorized Signature

Printed Name

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

Your Contact Information

Strata Plan Number:		Title (Mr., Mrs., Ms., Dr.):	
Strata Lot Number:		Name (First, Last):	
Parcel Identifier (PID):		Company Name:	
Legal Description:		Phone Number:	
		Fax Number:	
Name of Registered Owner:		Email Address:	
Civil Address:		Mailing Address:	

Document Request (check all that apply)

Fees (GST/HST applicable)

	Form B – Information Certificate		\$35.00 per document
	Bylaws		\$0.25 per page
	Minutes – One Year from Month	Year	\$0.25 per page
	Minutes – Two years from Month	Year	\$0.25 per page
	Strata Plan		\$0.25 per page
	Engineer's Report		\$0.25 per page
	Others -		\$0.25 per page

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. Please note that all minutes requests include Strata Council Meetings, AGM and SGM, unless otherwise specified herein:

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)

	Hot (same day ready by 5pm if ordered before 12pm)	\$160.00
	Rush (next day by 5pm)	\$120.00
	Express (2 day service by 5pm)	\$90.00
	Regular (3 day service by 5pm)	\$70.00
	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)

	Fax: \$5.00 per order + GST/HST
	Mail: \$5.00 per order + GST/HST
	Email: \$5.00 per order + GST/HST

All service fees are GST/HST applicable. Payment may be made by cash or certified 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.