

**Lawyer/Notary Request Form**

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

**Strata Building and Unit Information**

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

**Document Requested (Check all that apply)**

**Fees (GST 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, the current budget, and the developer's Rental Disclosure Statement, if any, for a fee of \$0.25 per page.*

**Your Contact Information**

Title (Mr., Mrs., Ms., Dr.)	
Name ( First, last)	
Company Name	
Direct Line:	
Phone Number:	
Fax Number:	
Email Address:	
Mailing Address:	

We try to prepare your documents as quickly as possible. Your documents will be ready for pick up in seven (7) business days, and we will call you when the documents are ready. Should you require rush services, please complete the following:

<input type="checkbox"/>	Same Day	\$100.00 plus cost of documents
<input type="checkbox"/>	Next day	\$75.00 plus cost of documents
<input type="checkbox"/>	2 days service	\$50.00 plus cost of documents
<input type="checkbox"/>	3 day service	\$40.00 plus cost of documents
<input type="checkbox"/>	4 -6 day service	\$30.00 plus cost of documents

Request pick-up date for rush services: \_\_\_\_\_

All the service fees are GST applicable. Payment can be made by cash or cheque. Documents will only be released upon receipt of full payment. All pick-ups are C.O.D.

