

Realtor Document Request Form

To obtain strata documentation under Section 36(1) of the Strata Property Act, a Letter of Authorization from the registered owner(s) of a strata lot must be signed and dated. All Realtor requesting documentation must provide proof of authorization from the registered owner of a strata lot. Alternatively, a signed listing agreement will be accepted as proof of authorization.

Strata Building and Unit Information

Strata Plan Number:	
Strata Lot Number:	
Parcel Identifier (PID):	
Name of Registered Owner:	
Civil Address	

Document Request (Check all that apply)

Fees (GST applicable)

<input type="checkbox"/>	Form B – Information Certificate	\$35.00 per document
<input type="checkbox"/>	Bylaws	\$0.25 per page
<input type="checkbox"/>	Minutes – One Year from Month Year	\$0.25 per page
<input type="checkbox"/>	Minutes – Two years from Month Year	\$0.25 per page
<input type="checkbox"/>	Strata Plan	\$0.25 per page
<input type="checkbox"/>	Engineer's Report	\$0.25 per page
<input type="checkbox"/>	Others -	\$0.25 per page

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.

Note: All minutes requests include Strata Council meetings, AGM and SGM, unless other specified herein:

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.

Rush Services

<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.