

Strata Document Request Form

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An application will only be accepted upon receipt of this form. Applications submitted **after 12 noon** will be processed the following business day. (Monday to Friday count as business day)

Order Date: _____
Requestor's Name: _____ **Real Estate Company (if agent):** _____
Requestor's Address: _____
Telephone: _____ **Cell:** _____ **Fax:** _____

Method of delivery: Pick-Up (person picking up must provide Strata Plan number) Fax (less than 30 pages) Mail
Date Required (after 3:00pm on this day): _____ **If you require the documents earlier than 7 days, there will be an additional fee for rush service. Please refer to Rush Charges Section below.**

Strata Plan No: _____ **Strata Lot No:** _____ **Current Owner's Name:** _____
Civic Address of Unit: _____

If you request Form F, please fill in the followings:

New Owner's Name: _____
Completion Date: _____

Documents Requested:

Regular Charges: (7 business days or more per order)	PRICE	GST (5%)	TOTAL
<input type="checkbox"/> MINUTES: 2 weeks (SPA Section 36.3) From (MM) (YY) to (MM) (YY)	.25 per page	.01 per page	.26 per page
<input type="checkbox"/> FORM B	35.00	1.75	36.75
<input type="checkbox"/> FORM F:	15.00	0.75	15.75
<input type="checkbox"/> BYLAWS	.25 per page	.01 per page	.26 per page
<input type="checkbox"/> FINANCIAL STATEMENTS From (MM) (YY) to (MM) (YY)	.25 per page	.01 per page	.26 per page
<input type="checkbox"/> STRATA PLAN	.25 per page	.01 per page	.26 per page
<input type="checkbox"/> ENGINEERING REPORT	.25 per page	.01 per page	.26 per page
Rush Charges: (earlier than 7 business days per order)			
<input type="checkbox"/> 2 Business Days: \$100.00 + GST <input type="checkbox"/> 3 to 6 Business Days: \$50.00 + GST			
Others Charges:			
<input type="checkbox"/> Fax: \$5.00 (local)/ \$10.00 (long distance) + GST <input type="checkbox"/> Postage: \$5.00 + GST			
Payment:			
Payment must be in cash or cheque received prior to delivery			

Owner Authorization:

I hereby confirm that I am a registered owner or an agent authorized by an owner and entitled to receive the documents ordered. I understand this order is Non-Refundable. I agree to pay the charges in full. I understand that documents not picked up after 3 weeks will be destroyed.

Authorized Signature: _____