

CONTACT INFORMATION

Requested By:	Company (If Applicable):
Company Office Address (If Applicable):	
Phone:	Fax:

PROPERTY INFORMATION

Strata Plan:	Strata Lot:	Unit #:
Property Address:		Owners Name:

SALE INFORMATION - FORM F ONLY (Please notify our office of any changes to this section)

<input type="checkbox"/> Property Sale <input type="checkbox"/> Refinance <input type="checkbox"/> Transfer of Title (No Move In/Out)	Completion Date:
Purchasers Name:	Purchasers Phone:
Non-Resident Owner's Mailing Address:	

Legal Description:	Parcel Identifier (PID #):
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STRATA DOCUMENTS

<input type="checkbox"/> Form F \$15.00 (Provided to law offices only) <input type="checkbox"/> Form B \$35.00 (Includes: Rules, budget, Rental Disclosure Statement and Depreciation Report (if any) \$0.25 /page may apply)	Strata Minutes: \$2.00 /month <input type="checkbox"/> Council Meeting Minutes <input type="checkbox"/> Annual General Meeting Minutes <input type="checkbox"/> Special General Meeting Minutes <div style="border: 1px solid black; padding: 2px; width: fit-content;">Months Required or Date Range:</div>
<input type="checkbox"/> Current Bylaws \$5.00 <input type="checkbox"/> Current monthly financial statement \$2.00 /month <input type="checkbox"/> Fiscal yearend financial statement \$2.00 /month <input type="checkbox"/> Engineering Report (if any) \$0.25 /page <input type="checkbox"/> Full Property Strata Plan \$1.00 /page (Page range from 10-80)	

DELIVERY METHODS & PRIORITY SERVICE LEVELS

<input type="checkbox"/> Pick-Up You will be contacted when the documents are ready. Payable by cheque or exact cash only.	<input type="checkbox"/> Regular: 5 Business Days (No Charge)
<input type="checkbox"/> Fax \$5.00 Available to law offices only. Sorry, we do not email documents.	<input type="checkbox"/> 2 Day Rush: \$100.00
<input type="checkbox"/> Fax & Mail \$5.00	<input type="checkbox"/> Same Day Rush: \$200.00

CUT OFF TIME IS 12 PM. Orders received after this time will be processed on the following business day. Orders are not provided or processed on Weekends or Holidays. CANCELLATIONS must be made in writing no later than 24 hours after placing the order or full charges will apply. Unclaimed documents will result in future requests requiring prepayment as well as any outstanding balance to be paid in full.

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

Authorized Signature