

**Strata Document Request Form - For Realtors and Owners**  
Please send request via fax: (604) 821-1822 or email to: [forms@dwellproperty.ca](mailto:forms@dwellproperty.ca)

**REQUESTOR INFORMATION** (\*denotes required field)

Date of Request \_\_\_\_\_

\*Requesting Firm \_\_\_\_\_  
*(For Owners requesting the Form, please provide first and last name)*

\*Requesting Firm Address \_\_\_\_\_  
Unit Street City \*Postal Code

\*Contact Name \_\_\_\_\_ \*Phone \_\_\_\_\_ \*Fax \_\_\_\_\_

\*Contact Email \_\_\_\_\_

**UNIT/BUILDING INFORMATION**

\*Strata Plan Strata Lot Name of Complex \*Unit No. \*Street Address. \*City

\*Strata Lot Owner's Name \_\_\_\_\_

**DOCUMENTS REQUESTED (Check all that apply)**

- Form B - Information Certificate (includes a copy of most recent financials) \$35.00 + GST  
Form B required attachments - rules (if any), rental disclosure statement (if any), depreciation report (if available) as per s.59(4) of the Strata Property Act. \$0.25/page + GST
- Bylaws & Strata Rules \$0.25/page + GST
- Rental Disclosure Statement (if any) \$0.25/page + GST
- Engineer's Report (if any) \$0.25/page + GST
- Depreciation Report (if available) \$0.25/page + GST
- Registered Strata Plan (we do not copy individual pages - entire plan only) \$0.25/page + GST
- Minutes Package - two years including SGM and AGM minutes \$0.25/page + GST
- Individual Minutes or other strata documents-please list or attach separate sheet \$0.25/page + GST

**PAYMENT IS REQUIRED BEFORE DOCUMENTS CAN BE RELEASED.** For your convenience, we accept Cheque, Debit, Cash (exact change please), Visa and MasterCard. **For Visa and Mastercard, please fill out the Invoice Payment Form.**

**DELIVERY METHOD:** Please choose one of the following delivery methods:

- Pickup - please call when documents are ready (no extra charge) - We accept payment methods listed above
- Email - please email the documents for \$5 + GST - (We accept Visa and Mastercard only)
- Fax - please fax the documents for \$5 + GST - (We accept Visa and Mastercard only)

**Rush Fee Schedule:** Documents will be ready in **5 business days** on a regular order. The following rush fees are charged for documents required sooner. Please check the appropriate box **if you require rush service**. Applications received **after 2 p.m. are treated as received the next business day**. Although we will do our best, please note that it cannot be guaranteed that documents are ready in 2 business days. If you order documents for 2 business days and they cannot be completed in that time frame, the rush fee will be reduced accordingly.

- 2 business days add \$125 + GST       3 - 4 business days add \$100 + GST

**Required Authorization & Consent:** I hereby declare that I have obtained valid authorization from the owner of the strata lot. I further agree that, unless I cancel this order before the work to fulfill the order has commenced, I will pay for the documents that I have ordered, whether I pick up the documents or not. Should payment be returned NSF, I will pay an additional \$25 + GST fee.



\*Print Name: \_\_\_\_\_

\*Signature: \_\_\_\_\_

## Invoice Payment Form

For Realtors and Owners ONLY

### Pay by Credit Card



Please Check  Mastercard  Visa

To pay by credit card, please fill out legibly in the fields below:

Name on Card:

Card Number:

Expiration Date:  MM  YYYY

3-digit Security Code:

Signature to authorize the transaction: \_\_\_\_\_

OFFICE USE ONLY

INVOICE #:  DATE PAYMENT PROCESSED: