

Strata Document Request Form - For Realtors and Owners
Please send request via fax: (604) 821-1822 or email to: 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	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
To pay by credit card, please fill out legibly in the fields below:		
Name on Card:	<input type="text"/>	
Card Number:	<input type="text"/>	
Expiration Date:	<input type="text"/> MM	<input type="text"/> YYYY
3-digit Security Code:	<input type="text"/>	
Signature to authorize the transaction: _____		

OFFICE USE ONLY	
INVOICE #: <input type="text"/>	DATE PAYMENT PROCESSED: <input type="text"/>