



PROPERTY MANAGEMENT

Strata Document Request Form - For Realtors and Owners
Please send request via fax: (604) 821-1822 or email to: forms@dwelldproperty.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
Insurance summary copy \$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 1 or 2 business days. If you order documents for 1 or 2 business days and they cannot be completed in that time frame, the rush fee will be reduced accordingly.

- 1 business day add \$250 + GST
2 business days add \$175 + GST
3 - 4 business days add \$150 + 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 \$35 + 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 # : _____ DATE PAYMENT PROCESSED: _____