

Strata Document Request Form - For Lawyers, Notaries and Financial Institutions only

Please send request via fax: (604) 821-1822 or email to: forms@dwellproperty.ca

Date of Request _____

REQUESTOR INFORMATION (* denotes required field)

*Requesting Firm _____

*Requesting Firm Address _____

*Contact Name _____ *Phone _____ *Fax _____

*Contact Email _____

UNIT/BUILDING INFORMATION

*Strata Plan _____ *Legal Description _____ *PID _____

*Unit No. _____ *Civic Address _____

*Vendor's (Strata Lot Owner's) Name _____

PURCHASER/COMPLETION INFORMATION

Purpose of Request: Conveyance Mortgage Add to Title Remove from Title

Purchaser's Name (if applicable): _____

Purchaser's Mailing Address (if they will **NOT** be residing in the unit) : _____

Purchaser's Tel: _____ Email (required) _____

Completion Date _____ Possession Date _____

IMPORTANT: If Sale Does Not Complete or Completion Date Changes Please Notify Our Office in Writing

DOCUMENTS REQUESTED (Check all that apply)

When the documents are ready for pick up, we will release the document assuming we have the confirmation for the undertaking (if any).
If paying by Visa or Mastercard, please fill out the attached Invoice Payment Form.

- | | |
|--|--|
| <input type="checkbox"/> Form F - Certificate of Payment | \$15.00 + GST |
| <input type="checkbox"/> Form B - Information Certificate (includes a copy of most recent financials) | \$35.00 (+ attachments at \$0.25/page) + GST |
| <input type="checkbox"/> Strata Minutes or other strata documents - please list or attach separate sheet | \$0.25/page + GST |

Information Request: No physical move
 No change in strata fee payment method

Cancellation Policy:
Orders cancelled after receipt of the undertaking should be paid in full as per request form

Delivery Method: Please choose one of the following delivery methods:

- Pickup - please call when documents are ready (no extra charge)
 Email - please email the documents for \$25 + GST



Rush Fee Schedule: Undertaking will be provided in 5 business days and documents will be ready 2 business days prior to completion date. 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 for 1 or 2 business days and they cannot be completed within the 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



Invoice Payment Form

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:	_____	