

**Strata Document Request Form - For Realtors and Owners**  
Please 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)**

<input type="checkbox"/> Form B - Information Certificate (includes a copy of most recent financials)	\$35.00 + GST (\$70.00 + GST for section buildings)
<input type="checkbox"/> Form B required attachments - rules (if any), insurance summary, depreciation report (if available) as per s.59(4) of the Strata Property Act.	\$0.25/page + GST
<input type="checkbox"/> Bylaws & Strata Rules	\$0.25/page + GST
<input type="checkbox"/> Insurance Summary	\$0.25/page + GST
<input type="checkbox"/> Engineer's Report (if any)	\$0.25/page + GST
<input type="checkbox"/> Depreciation Report (if available)	\$0.25/page + GST
<input type="checkbox"/> Registered Strata Plan (we do not copy individual pages - entire plan only)	\$0.25/page + GST
<input type="checkbox"/> Minutes Package - two years including SGM and AGM minutes	\$0.25/page + GST
<input type="checkbox"/> 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 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 email when documents are ready (no extra charge) - We accept payment methods listed above

Email - please email the documents for \$25 + GST - (We accept Visa and Mastercard only)

**Rush Fee Schedule:** Documents will be ready in **5-7 business days** on a regular order. Applications received **after 12 p.m. are treated as received the next business day.** The following rush fees are charged for documents required sooner. Please check the appropriate box if you require rush service. 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

5 - 7 business days (regular order)

**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

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: