

Strata Document Request Form - For Lawyers and Notaries only

Please 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, 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: Email Delivery Fee is **\$25.00 + GST**. This will appear in the invoice.

Payment Method:

credit card (complete attached payment form)
cheque

Rush Fee Schedule: On a regular order, undertaking will be ready in **5-7 business days** and documents will be released 2 business days before the completion date. 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.

5 - 7 business days add (regular order)

- | | | |
|--|---------------------------------|-------------------------------------|
| <input type="checkbox"/> 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

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: