

Orders received after 12:00pm are considered received the next business day!
Realtors must provide a copy of their Listing Agreement with the order.

Requestor Realtor Lawyer/Notary Other: _____
 Company: _____ Phone: _____
 Contact: _____ Email: _____
 Address: _____

Property Information Strata Plan: _____ Strata Lot: _____
 Civic Address: _____
 Seller's Name(s): _____
For Form F only: PID: _____ Completion Date: MMM / DD / YYYY
 Legal Description: _____
 Purchaser's Name(s) on Title: _____
 Mailing Address (if not at unit): _____
 Phone: _____ Email: _____

Forms/Documents Requested

Form F (\$15) Form B (\$35, all attachments \$0.25 per page)
Other Documents (\$0.25 per page)
 Bylaws Meeting Minutes from _____ to _____
 Rules Depreciation/Engineering Report(s)
 Strata Plan Current Financial Statements
 Insurance Other: _____

Priority Fees

All orders are provided within 7 days at no extra charge.

Additional charges for expedited service **per Form and/or Document Package**, if available:

Same Day \$150 2 Days \$100 3 Days \$80 4 – 6 Days \$60

Note: For expedited service Day(s) means Business Day(s)

Delivery

Email Pick-up Mail: \$7/order Arrange for own courier service

Payment

Credit Card Cheque/Cash *All fees/charges are subject to applicable taxes.*

Authorization

I/we hereby confirm that I am/we are the registered owner, an agent authorized by the owner or a lawyer/notary authorized by the purchaser to receive the forms or documents ordered. I/we agree to pay the charges in full upon placement of the order and understand this order is non-refundable.

Signature: _____ Print Name: _____

Keystone Internal Request Date: _____ Order Required By: _____
 Manager: _____ WL DB