

## Document Request Form

**Request Date** MMM / DD / YYYY

*Orders received after 12:00pm are considered received the next business day!*

*Realtors must provide a copy of their Listing Agreement with the order.*

*All fees/charges are subject to applicable taxes. We accept cash, cheque or credit card.*

### 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

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

### Delivery

☐ Email

☐ Pick-up

☐ Mail: \$7/order

☐ Arrange for own courier service

### 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: \_\_\_\_\_