

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)

Other Documents & Form B Attachments (\$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 only at this time, invoiced through Square      (do not send card number)

*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