

Orders received after 12:00pm are considered received the next business day!
Realtors must provide the Listing Agreement or Authorization to Obtain Strata Documentation 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 payment only, 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