

**Lawyer / Notary Request Form F & Form B**

*Application can be processed only upon receipt of this completed form. Applications submitted after 2:00 pm will be considered to be received on the next business day. All forms will be available by 3:00 pm on the requested delivery date. **Refunds and cancellations are not permitted.***

**Request for Information:**

Requestor's Name .....  
 Email Address .....  
 Company Name .....  
 Company Address .....  
 City/Postal Code .....  
 Phone: Cell/Fax .....

**Forms Requested:**

Form F        \$15.00          
 Form B        \$35.00          
 Forms Required for .....

**DOCUMENTATION REQUESTED:**

- Strata Minutes – Council, AGM, SGM from \_\_\_\_\_ to \_\_\_\_\_
- Bylaws
- Rules
- Financial Statements
- Strata Plan \_\_\_\_\_ Engineering Reports
- Depreciation Report

**PLEASE NOTE:** *Financial Statements, Rules, Depreciation Reports & Rental Disclosure Statements are all required attachments on a Form B and (if applicable) will be automatically included with the Form B at a charge of 0.25 per page.*



**Strata Information:**

Strata Plan No. ....

Strata Lot No./Suite No. ....

Parcel Identifier (PID) .....

Civic Address .....

Full Legal Description .....

**Vendor/Current Owner Information:**

Owner's Name (s) .....

Owner's Lawyer (Firm) .....

Contact Person .....

Lawyer Phone No. ....

**Purchaser/New Owner Information:**

Purchaser Name (s) .....

Purchaser Name (s) .....

Phone # .....

Email # .....

Completion Date .....

Possession Date .....

Will the new Owner reside in the residence?  Yes  No

If no please provide mailing address including postal code: .....



**Requested By Date:** \_\_\_\_\_ **Pick Up Date:**.....

Your Documents will be available in 7 days. If you require them earlier, an additional fee for rush service will apply as follows:

- Same Day Service additional \$150.00
- Next Business Day (after 2:00 pm) additional \$125.00
- Next 2 Business Days additional \$100.00
- Next 3 – 6 Business Days additional \$ 80.00

**Please check of method of pick-up of Documents:**

Pick up  e-mail: (\$2.00)  Fax (\$2.00)  Mail (\$5.00) \_\_\_\_\_

Please note: Above prices do not include GST

- Cheque
- Visa
- Mastercard

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Name on Card

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Card # - \_\_\_\_\_ Expiry Date \_\_\_\_\_ Security Code (3digit code on back of card)

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Authorized - Signature \_\_\_\_\_

