

Realtor/Owners Document Request Form

This form is for realtors/owners only

All Realtors requesting documentation must have a copy of proof of authorization from the owner of the strata lot in questions and must be able to provide this when requested by our office. A signed letter from the owner or copy of the signed listing agreement will be accepted as proof of authorization.

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

Request for Information:

Requestor's Name _____

Requestor's e-mail Address _____

Owner's Name (1) _____

Owner's Name (2) _____

Owner's Address _____

City / Postal Code _____

Please complete the following if the Requestor name differs from the Listing Agent's name

Listing Agent's Name _____

Company Name _____

Company Address _____

City / Postal Code _____

Phone: Cell/Fax _____

Strata Information:

Strata Plan No. _____

Strata Lot No./ Suite No. _____

Building Address _____

City / Postal Code _____



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.*

COSTS:

- Form B (\$35.00 + GST)**
- Form F (\$15.00 + GST)**

Request by Date:

Requested 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 p.m.)** additional \$ 125.00
- Next 2 Business Days** additional \$ 100.00
- Next 3-6 Business Days** additional \$ 80.00

Please check method of pick-up of Documents:

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

Cheque/Visa/Mastercard

Name on Card: _____

Card#: _____ Expiry Date: _____ Security Code: _____

Authorized Signature: _____

