



Request for Strata Corporation Records & Documents – Lawyers /Notaries

Please completely fill out the request form below and fax it to our office at (250) 754-4002. We will call you when your documents are ready for pick-up.

WE ARE UNABLE TO PROCESS YOUR REQUEST UNLESS FORMS ARE COMPLETED

REGULAR SERVICE (5 Business days)

Date Requested _____

- | | |
|---------------------------------|--|
| <input type="checkbox"/> Form B | \$35.00 plus \$0.25 per page for attachments |
| <input type="checkbox"/> Form F | \$15.00 |

RUSH FEE SCHEDULES (FOR ANY OR ALL OF THE ABOVE PER ORDER)

- | | |
|---|---------|
| <input type="checkbox"/> 4 hours | \$90.00 |
| <input type="checkbox"/> 24 Hours (1 Business Days) | \$75.00 |
| <input type="checkbox"/> 48 Hours (2 Business Days) | \$60.00 |
| <input type="checkbox"/> 72 Hours (3 Business Days) | \$50.00 |
| <input type="checkbox"/> 96 Hours (4 Business Days) | \$35.00 |

NOTE: HST applicable on all above charges. Price subject to change without notice. All orders must be paid prior to/at time of pick up.

FORM F AND/OR FORM B REQUEST FORM

(Requestor to provide items 1 to 11)

- 1) Requestor Company Name:
- 2) Requestor Contact Name:
- 3) Phone #: _____ Fax #: _____
- 4) Strata Plan # _____ Strata Lot #: _____
- 5) PID #:
- 6) Civic Address
- 7) Vendor's Name:
- 8) Purchaser's Name(s):
- 9) Will purchaser occupy this strata lot:
- 10) Non Resident mailing address (if no to #9):

- 11) Completion Date: