



Request for Strata Corporation Records & Documents – Realtors

To obtain strata documentation under Section 36(1) of the Strata Property Act, a Letter of Authorization from the registered owner(s) of a strata lot must be signed and dated. All Realtor requesting documentation must provide proof of authorization from the registered owner of a strata lot. Alternatively, a signed listing agreement will be accepted as proof of authorization.

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"/> Minutes | \$0.25 per page |
| From _____ to _____ | |
| (Please note that all minute requests include Strata Council, SGM & AGM unless otherwise specified) | |
| <input type="checkbox"/> Bylaws | \$0.25 per page |
| <input type="checkbox"/> Current Financial Statements | \$0.25 per page |
| <input type="checkbox"/> Fiscal Year End Statements | \$0.25 per page |
| <input type="checkbox"/> Engineers Report | \$0.25 per page |
| <input type="checkbox"/> Strata Plan | \$0.25 per page |

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.

REQUEST FOR STRATA CORPORATION RECORDS & DOCUMENTS

Name of person requesting documents:

Company Name:

Tel Number:

Cell Number:

Civic address of strata property:

Strata Plan Number:

Strata Lot Number:

Strata Lot Owners Name: