

# Strata Forms and Documents Request

Please deliver via fax to 604-630-8816 or scan/ email to info@fortpark.ca

## **Forms Requested by:**

Contact Name: \_\_\_\_\_

Requesting firm: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact fax: \_\_\_\_\_

Strata Plan: \_\_\_\_\_

Strata lot: \_\_\_\_\_

Unit #: \_\_\_\_\_

PID: \_\_\_\_\_

Building name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Owner name: \_\_\_\_\_

**Required Authorization & Consent:** I hereby declare that I have obtained valid authorization from the owner of the strata lot. I further agree that, unless I cancel this order before the work to fulfill the order has commenced, I will pay for the documents that I have ordered, whether I pick up the documents or not. Should payment be returned NSF, I will pay an additional \$25 + GST fee.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Forms Required (please check all that apply)**

When the documents are ready for pick up, we will call you to advise. Payment is required before documents will be released. We accept cheque or cash (exact change please) only at this time.

<input type="checkbox"/> Form F	<b>\$15.00 + GST</b>
<input type="checkbox"/> Form B (information certificate)	<b>\$35.00 + GST</b>
<input type="checkbox"/> Rental Disclosure statement	<b>\$.25 per page + GST</b>
<input type="checkbox"/> Depreciation report (if any)	<b>\$.25 per page + GST</b>
<input type="checkbox"/> Strata Rules	<b>\$.25 per page + GST</b>
<input type="checkbox"/> Strata bylaws	<b>\$.25 per page + GST</b>
<input type="checkbox"/> Minutes	<b>\$.25 per page + GST</b>
<input type="checkbox"/> Strata Plan (we do not copy individual pages- entire plan only)	<b>\$.25 per page + GST</b>
<input type="checkbox"/> Financials	<b>\$.25 per page + GST</b>
<input type="checkbox"/> Other Strata Documents (please specify below)	<b>\$.25 per page + GST</b>

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In addition to the per page charge, there is a processing fee for document requests **(please check one)**:

<input type="checkbox"/> 25 pages and under	<b>\$20.00 + GST</b>
<input type="checkbox"/> 25 pages and over	<b>\$35.00 + GST</b>

**Service Levels (please check one)**

Regular

Documents will be ready in 7 business days as per the Strata Property Act **no charge** \_\_\_\_\_

Rush Service

Documents will be ready in 3 to 6 business days **\$100.00 + GST** \_\_\_\_\_

Expedited Service

Documents will be ready in 2 business days **\$200.00 + GST** \_\_\_\_\_

Same Day Service

Documents will be ready by 7:00pm on the day ordered, if ordered before 12:00 noon **\$300.00 + GST** \_\_\_\_\_

**Method of Service**

Our regular method of service is in Adobe PDF format via email.

**Mail/Fax Service:** If you would like the above documents to be mailed (Canada Post ground service) or faxed to you, this can be done at a cost of \$5.00 + GST (includes postage).

\_\_\_\_ Email - please email the documents for no extra charge

\_\_\_\_ Mail - please mail the originals via Canada Post ground for \$5.00 + GST

\_\_\_\_ Courier - please courier the originals for cost + \$5.00 + GST

\_\_\_\_ Fax - please fax the documents for \$5.00 + GST

**Please note, these charges are IN ADDITION to all invoiced costs for forms. Invoice must be paid in FULL before documents will be released.**

**Cancellations**

Must be made in writing within 24 hours or full charges will apply.