

Please return completed request forms by fax (604-273-9021) or by e-mail (Reception@Century21pel.com). Requests received after 12:00PM will be deemed received the following business day. Orders are not processed on weekends and/or statutory holidays.

Request for Strata Corporation Records & Documents

General Information

Requestor's Name: _____ Company Name: _____

Company Address: _____

Phone #: _____ Fax #: _____ E-mail Address: _____

Strata Plan #: _____ Strata Lot #: _____

Civic Address of Strata Lot: _____

Registered Owner's Name(s): _____

Delivery method: Pick-Up E-mail Fax Mail

Note: No charge for pick-up. An additional fee of \$5.00 plus tax will be charged for e-mailing or faxing, or the cost of postage if mailed. If documents are too large to fax or email, pick-up may be required.

Documents required by: _____, 20 *Note: Rush fees apply to requests required sooner than 5 business days.*

Information Required for Form F

Purchaser's Name(s) (Form F only): Mr. / Ms. / Mrs. _____

Purchaser's Phone # (Form F only): Home: _____ Cell: _____

P.I.D. # (Form F only): _____ - _____ - _____ Is Purchaser Residing? (Form F only): Yes No

If No, Non-Resident Address: _____

Completion Date (Form F only): _____, 20 _____ Possession Date (Form F only): _____, 20 _____

Required Documents

Form F - Certificate of Payment **Form B - Information Certificate** (plus required attachments as per Sec. 59 of the SPA)

Note: An additional fee of \$0.25 per page will be charged for any attachments, as per Sec. 4.4 of the SPA Regulations

Reason for request: Listing Conveyance Re-Finance Add/Remove from Title
 Other: _____

Additional Documents

Registered Strata Plan Bylaws Current Financial Statements Year-End Financial Statements
 2 Years of Minutes Engineer's Report Other: _____

As the owner(s) of strata lot # _____, I/we hereby authorize _____ to obtain any and all of the above requested information and/or documents.

Print Name: _____ Signature: X _____ Date: _____, 20 _____

Note: REALTORS®, please include a signed copy of your listing agreement for the subject property.

This page is not required to be submitted with requests and is for information purposes only.

Rush Charges for Strata Corporation Records & Documents

Form B – Information Certificate		
# Business Days	Rush Fee + Form B + Tax	Cost Including Tax
1 Business Day	\$ 150.00 + \$ 35.00 + Tax	\$ 194.25
2 Business Days	\$ 135.00 + \$ 35.00 + Tax	\$ 178.50
3 Business Days	\$ 120.00 + \$ 35.00 + Tax	\$ 162.75
4 Business Days	\$ 100.00 + \$ 35.00 + Tax	\$ 141.75
5 Business Days	\$ 0 + \$ 35.00 + Tax	\$ 36.75

Form F – Certificate of Payment		
# Business Days	Rush Fee + Form B + Tax	Cost Including Tax
1 Business Day	\$ 135.00 + \$ 15.00 + Tax	\$ 157.50
2 Business Days	\$ 115.00 + \$ 15.00 + Tax	\$ 136.50
3 Business Days	\$ 100.00 + \$ 15.00 + Tax	\$ 120.75
4 Business Days	\$ 90.00 + \$ 15.00 + Tax	\$ 110.25
5 Business Days	\$ 0 + \$ 15.00 + Tax	\$ 15.75

Form B – Information Certificate & Form F – Certificate of Payment		
# Business Days	Rush Fee + Form B & F + Tax	Cost Including Tax
1 Business Day	\$ 285.00 + \$ 50.00 + Tax	\$ 351.75
2 Business Days	\$ 250.00 + \$ 50.00 + Tax	\$ 315.00
3 Business Days	\$ 220.00 + \$ 50.00 + Tax	\$ 283.50
4 Business Days	\$ 190.00 + \$ 50.00 + Tax	\$ 252.00
5 Business Days	\$ 0 + \$ 50.00 + Tax	\$ 52.50

Other Documents (Bylaws, Minutes, Depreciation Report, Etc.)	
# Business Days	Rush Fee + Photocopying + Tax
1 - 2 Business Days	\$ 50.00 + \$ 0.25 per page + Tax
3 - 4 Business Days	\$ 30.00 + \$ 0.25 per page + Tax
5 Business Days	\$ 20.00 + \$ 0.25 per page + Tax
Regular Service	\$ 0 + \$ 0.25 per page + Tax

Note: No same day service. Requests received after 12:00PM will be deemed received the following business day. Orders are not processed on weekends and/or statutory holidays. Prices subject to change without notice. Century 21 Prudential Estates (RMD) Ltd. reserves the right to only provide documents on a regular service as required under Section 59 (1) of the SPA.