

RE/MAX Property Management Services

a division of RE/MAX Commercial Realty
Suite 270, 4311 Viking Way, Richmond, BC V6V 2K9
Phone: (604)821-2999 Fax: (604)821-1822 Website: <http://www.mypropertymanager.ca>

Strata Document Request – For Realtors and Owners

Please send request via fax or email to forms@mypropertymanager.ca

REQUESTOR INFORMATION (*Denotes Required Field)

Date of Request _____

*Requesting Firm _____

(For owners requesting the form, please provide first and last name)

*Requesting Firm Address _____

Unit Street City *Postal Code

*Contact Name _____ *Phone _____ *Fax _____

*Contact Email _____

UNIT/BUILDING INFORMATION

*Strata Plan Strata Lot Name of Complex *Unit No. *Street Address. *City

*Strata Lot Owner's Name _____

DOCUMENTS REQUESTED (Check all that apply)

- | | |
|---|-------------------|
| <input type="checkbox"/> Form B - Information Certificate (includes a copy of most recent financials) | \$35.00 + GST |
| <input type="checkbox"/> Bylaws & Strata Rules | \$0.25/page + GST |
| <input type="checkbox"/> Engineer's Report (if any) | \$0.25/page + GST |
| <input type="checkbox"/> Depreciation Report (if any) | \$0.25/page + GST |
| <input type="checkbox"/> Registered Strata Plan (we do not copy individual pages - entire plan only) | \$0.25/page + GST |
| <input type="checkbox"/> Rental Disclosure Statement (if any) | \$0.25/page + GST |
| <input type="checkbox"/> Minutes Package – two years including SGM and AGM minutes | \$0.25/page + GST |
| <input type="checkbox"/> Individual Minutes or other strata documents- please list below or attach separate sheet | \$0.25/page + GST |

PAYMENT IS REQUIRED BEFORE DOCUMENTS CAN BE RELEASED. For your convenience, we accept Cheque, Debit, Cash (exact change please), Visa and Mastercard. **For Visa and Mastercard, please fill out the Invoice Payment Form.**

DELIVERY METHOD: Please choose one of the following delivery methods:

- Pickup - please call when documents are ready (no extra charge) - We accept payment methods listed above
- Email - please email the documents for \$5 + GST (We accept Visa and Mastercard ONLY)
- Fax - please fax the documents for \$5 + GST (We accept Visa and Mastercard ONLY)

Rush Fee Schedule: Documents will be ready in **5 business days** on a regular order. The following rush fees are charged for documents required sooner. Please check the appropriate box **if you require rush service**. Applications received **after 2 p.m. are treated as received the next business day**. Although we will do our best, please note that it cannot be guaranteed that documents are ready in 2 business days. If you order documents for 2 business days and they cannot be completed in that time frame, the rush fee will be reduced accordingly.

2 business days add \$125 + GST

3 - 4 business days add \$100 + GST

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: _____



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Invoice Payment Form

For Realtors and Owners ONLY

Pay by Credit Card



Please check

Mastercard

Visa

To pay by credit card, please fill out legibly in the fields below

Name on card:

Card Number:

Expiration Date:

MM

YYYY

3-digit Security Code:

Signature to authorize the transaction: _____

OFFICE USE ONLY

INVOICE # : _____ DATE PAYMENT PROCESSED: _____