

RE/MAX Property Management Services

a division of RE/MAX Commercial Realty

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Phone: (604)821-2999 Fax: (604)821-1822 Website: <http://www.mypropertymanager.ca>

Strata Document Request – For Lawyers, Notaries and Financial Institutions ONLY

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

Date of Request _____

REQUESTOR INFORMATION (*Denotes Required Field)

*Requesting Firm _____

*Requesting Firm Address _____
Unit Street City *Postal Code

*Contact Name _____ *Phone _____ *Fax _____

*Contact Email _____

UNIT/BUILDING INFORMATION

*Strata Plan _____ *Legal Description _____ *PID _____

*Unit No. _____ *Civic Address _____

*Vendor's (Strata Lot Owner's) Name _____

PURCHASER/COMPLETION INFORMATION

Purpose of Request: Conveyance Mortgage Add to Title Remove from Title

Purchaser's Name (if applicable): _____

Purchaser's Mailing Address (if they will **NOT** be residing in the unit): _____

Purchaser's Email (required- we will be sending important building info. on closing) _____

Completion Date _____ Possession Date _____

IMPORTANT: If Sale Does Not Complete or Completion Date Changes Please Notify Our Office in Writing

DOCUMENTS REQUESTED (Check all that apply)

When the documents are ready, we will release the document assuming we have the confirmation for the undertaking (if any).

- Form F - Certificate of Payment \$15.00 + GST
 Form B - Information Certificate (includes a copy of most recent financials) \$35.00 + GST
 Strata Minutes or other strata documents- please list or attach separate sheet \$0.25/page + GST

Information Request: Yes, please fax me the following information: name of the strata's insurance company, amount of monthly strata fees, amount owing on strata lot owner's account (if any), any special levy (if any), total cost of documents I have ordered.

Delivery Method: Please choose one of the following delivery methods:

- Pickup – please call when documents are ready (no extra charge)
 Email - please email the documents and mail the original Form for \$5 + GST (please include postal code)
 Fax - please fax the documents and mail the original Form for \$5 + GST (please include postal code)

Rush Fee Schedule: Documents will be ready in 5 business days or 2 business days prior to completion date. 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