

Request for Strata Corporation Records and Documents

General Information

Name of person requesting documents: _____ Company name: _____

Address of company: _____

Phone No: _____ Fax No: _____ E-mail address: _____

Strata plan No: _____ Strata lot No: _____

Civic address of Strata property: _____

Registered owner(s) name(s): _____

Required Information for Form F

Purchaser(s) name (Form F only): _____

P.I.D. # (Form F only): _____ - - _____ Will purchaser be residing (Form F only): ☐ Yes ☐ No

If No, non-resident address: _____

Completion date (Form F only): _____ Possession date (Form F only): _____

Requested Document(s)	7 Days (fees do not include GST)	Please check all that apply (fees do not include GST)
Form B – Information Certificate	☐ \$35.00	☐ same day additional \$150.00 ☐ next day additional \$125.00 ☐ 2 days additional \$100.00 ☐ 3-4 days additional \$80.00 ☐ 5-6 days additional \$ 50.00
Form F – Certificate of Payment	☐ \$15.00	
Meeting Minutes (Council, AGM, SGM)	☐ \$2 per set	☐ same day additional \$150.00 ☐ next day additional \$125.00 ☐ 2 days additional \$100.00 ☐ 3-4 days additional \$80.00 ☐ 5-6 days additional \$ 50.00
Financial Statements	☐ \$2 per set	
Budget	☐ \$2.00	
Bylaws & Rules	☐ \$5.00	
Registered Strata Plan	☐ \$0.25 per page	
Depreciation Report	Paper ☐ \$25 ☐ Digital \$10.00	
Engineer's Report	☐ \$0.25 per page	
Other Documents	☐ \$0.25 per page	

Method of Delivery: ☐ Pick Up ☐ Fax - \$5.00 ☐ Email or Mail - \$5.00 _____

Note: If picking up documents in person a cheque can be written and brought to Top Vision Realty.

Upon completion, we will need the New Owner's contact information; this will include a phone number _____, email address _____, and a mailing address _____

I hereby confirm that I am a registered owner or an agent authorized by an owner and entitled to receive the documents ordered. I further agree to pay the charges in full upon placement of the order and understand this is non-refundable once the order is processed.

Print Name: _____ Signature: _____ Date: _____