

STRATA DOCUMENTS REQUEST FORM



FORM F & FORM B

For Realtors, Law Firms, Notary and Owners

Please send request via email to: admin@fraserparkrealty.com

REQUESTOR INFORMATION

| REQUEST INFORMATION | | THE REQUESTOR IS | REALTOR LAW OFFICE | NOTARY OWNER |
|---------------------|--|--------------------|-----------------------|-----------------|
| COMPANY NAME | | | | |
| ADDRESS | | | | |
| CONTACT NAME | | CONTACT # | | |
| EMAIL | | MAILING ADDRESS | | |

CURRENT OWNER INFORMATION

| | | | |
|------------------------|--|-------------------------|-------------------------------------|
| CURRENT OWNER NAME: | | | |
| UNIT ADDRESS: | | STRATA LOT | |
| PID Number | | FORMS ORDERED FOR | Refinance Title Transfer Sale |

NEW OWNER INFORMATION - POSSESSION DATE: _____

| PRIMARY CONTACT | | | |
|---------------------------------|--|-----------|--|
| NAMES OF ALL OWNERS ON TITLE | | | |
| MAILING ADDRESS | | | |
| EMAIL | | CONTACT # | |

DOCUMENTS REQUESTED (Check all that apply)

| | |
|--|-------------------|
| Form B - Information Certificate (includes a copy of most recent financials) Form B required attachments - rules (if any), rental disclosure statement (if any), Depreciation report (if available) as per s.59(4) of the Strata Property Act. | \$35.00 + GST |
| Form F - Certificate of Payment | \$15.00 + GST |
| Bylaws & Strata Rules | \$0.25/page + GST |
| Rental Disclosure Statement (if any) Engineer's Report (if any) | \$0.25/page + GST |
| Registered Strata Plan (we do not copy individual pages - entire plan only) | \$0.25/page + GST |
| Minutes Package - two years including SGM and AGM minutes | \$0.25/page + GST |
| Individual Minutes or other strata documents | \$0.25/page + GST |
| Insurance summary copy | \$0.25/page + GST |

PAYMENT IS REQUIRED BEFORE DOCUMENTS CAN BE RELEASED.

For your convenience, we accept Cheques and E-Transfer Only.
Please make the cheque payable to **Fraser Park Realty Ltd. and drop it to 200 - 10330 152 St. Surrey, BC V3R 4G8.**
E-Transfers can be sent to AP@fraserparkrealty.com.

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
- Fax - please fax the documents for \$5 + GST

RUSH FEE SCHEDULE:

Documents will be ready in **5-7 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 being received the next business day**. Although we will do our best, please note that it cannot be guaranteed that documents are ready in 1 or 2 business days. If you order documents for 1 or 2 business days and they cannot be completed in that time frame, the rush fee will be reduced accordingly.

| | |
|---------------------|-------------|
| 1 business days | \$250 + GST |
| 2 business days | \$175 + GST |
| 3 - 4 business days | \$150 + 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 \$35 + GST fee.

| | |
|------------------|--|
| Name | |
| Signature | |
| Date | |