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**columbiaproperty.ca**

# STRATA CORPORATION DOCUMENTS ORDER FORM

Requests for documents are processed upon receipt of this completed form. Requests received after 1:00 pm will be considered as received the following business day. Payment must be received prior to release of documents unless other arrangements have been made.

ORDER DATE: _____

REQUESTOR'S NAME: _____ COMPANY NAME (If Applicable): _____

REQUESTOR'S ADDRESS: _____

PH: _____ FAX: _____ EMAIL: _____

COMPLETION DATE: _____

STRATA PLAN NO: _____ STRATA LOT NO: _____ PID NO: _____

CURRENT OWNER'S NAME(S): _____

CIVIC ADDRESS OF UNIT: _____

LEGAL DESCRIPTION: _____

PURCHASER'S NAME(S): _____

WILL PURCHASER RESIDE IN UNIT? ☐ YES ☐ NO POSSESSION DATE: _____

IF NOT, PROVIDE PURCHASER'S ADDRESS: _____

**DOCUMENTS REQUESTED: ☐ NORMAL SERVICE (4 business days)**

**NOTE: If you require expedited service, please check a box below:**

**ADDITIONAL COSTS FOR EXPEDITED SERVICES:**

**☐ Same Day: $100.00 + tax ☐ 1 Day: $75.00 + tax ☐ 2 Days: $50.00 + tax**

**NOTE:** ***AS PER STRATA ACT REGULATIONS FORM B REQUESTS WILL INCLUDE: RULES OF THE STRATA CORPORATION, CURRENT BUDGET, RENTAL DISCLOSURE STATEMENT AND MOST RECENT DEPRECIATION REPORT, UNLESS OTHERWISE REQUESTED.***

COPIES: $0.25 PER PAGE + tax

☐ COUNCIL MINUTES FROM: _____ / _____ (MONTH / YEAR) TO: _____ / _____ (MONTH / YEAR)

☐ AGM MINUTES FROM: _____ / _____ (MONTH / YEAR) TO: _____ / _____ (MONTH / YEAR)

☐ SGM MINUTES FROM: _____ / _____ (MONTH / YEAR) TO: _____ / _____ (MONTH / YEAR)

☐ FORM B: $35.00 + tax

☐ FORM F: $15.00 + tax

☐ CURRENT FINANCIAL STATEMENTS:

☐ CURRENT BYLAWS:

☐ STRATA PLAN:

☐ INSURANCE:

☐ FAX: $5.00 (Local) / $10.00 (Long Distance) + tax

☐ POSTAGE: $10.00 + tax

☐ OTHER (Please Specify): _____