

## Lawyer/Notary Document Request Form

**\* Please submit this request form to REMI by e-Mail: [FORMS@remirealty.ca](mailto:FORMS@remirealty.ca) or by Fax: 604-530-9948 \***

I am authorized by the owner to obtain the strata information for the below specified building unit.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authorized Signature

**Please Note:** Orders received after 12:00pm will not be processed until the next business day. Orders are not provided or processed on weekends or holidays. All cancellations or amended requests must be submitted within the same day of the date ordered; otherwise, full charges will apply. All orders are non-refundable. Please note our office does not provide any verbal information in regards to strata forms.

### Strata Building and Unit Information

### Purchaser and Sale Information

Strata Plan Number:		Purchaser's Name:	
Strata Lot Number:		Purchaser's Name:	
Parcel Identifier (PID):		Contact Phone Number:	
Legal Description:			
Registered Owner(s)' Name:		Completion Date (mm/dd/yy):	
Civil Address:		Adjustment Date (mm/dd/yy):	
		Possession Date (mm/dd/yy) :	

### Document Requested (check all that apply)

### Fees (GST applicable)

<input type="checkbox"/>	Form B – Information Certificate	\$35.00 per document
<input type="checkbox"/>	Form F – Certificate of Payment	\$15.00 per document

The Information Certificate (Form B) will include copies of the Strata Corporation's Rules, current Budget, Developer's Rental Disclosure Statement and recent Depreciation Report, if any, as per Section 59 (4) of the Strata Property Act. A fee of \$0.25 per page will be charged plus GST.

**Your documents will be ready for pick up in seven (7) days and we will contact you when the documents are ready. Should you require expedited services, please complete the following:**

### Expedited Services

### Fees (GST applicable)

<input type="checkbox"/>	Hot (same day by 5:00pm if ordered before 12:00pm)	\$300.00
<input type="checkbox"/>	Rush (next day by 5:00pm)	\$250.00
<input type="checkbox"/>	Express (2-day service by 5:00pm)	\$200.00
<input type="checkbox"/>	Regular (3-day service by 5:00pm)	\$120.00
<input type="checkbox"/>	Economy (4-6 day service by 5:00pm)	\$60.00

All expedited fees are charged per form requested. Any additional documents provided will be charged at \$0.25 per page plus GST.

### Form Delivery Options (check all that apply)

### Your Contact Information

<input type="checkbox"/>	Pick-up: No Charge	Title (Mr., Mrs., Ms., Dr.):	
<input type="checkbox"/>	Fax : \$10.00 per order + GST	Name (First, Last):	
<input type="checkbox"/>	Mail : \$15.00 per order + GST	Company Name:	
<input type="checkbox"/>	Email : \$10.00 per order + GST	Direct Line:	

### Remarks:

- All service fees are GST applicable. Payment may be made by cash, cheque or credit card (Visa/Master).
- Documents will only be released upon receipt of full payment or a Letter of Undertaking as per Section 59(7) of the Strata Property Act

Phone Number:	
Fax Number:	
Email Address:	
Mailing Address:	