

## Realtor / Owner 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 the registered owner. I hereby confirm that I am entitled or have authorization to receive the documents ordered.
- I am an agent authorized by the owner, as per the attached "Authorization to Obtain Strata Documentation".

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

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

**Please note:** Orders received after 12:00 pm 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 with regards to strata forms.

### Strata Building and Unit Information

### Your Contact Information

Strata Plan Number:		Title (Mr., Mrs., Ms., Dr.):	
Strata Lot Number:		Name (First, Last):	
Parcel Identifier (PID):		Company Name:	
Legal Description:		Phone Number:	
		Fax Number:	
Registered Owner(s) Name:		Email Address:	
Civic Address:		Mailing Address:	

### Document Request (check all that apply)

### Fees (GST applicable)

<input type="checkbox"/>	Form B – Information Certificate	\$ 35.00 per document
<input type="checkbox"/>	Bylaws	\$ 0.25 per page
<input type="checkbox"/>	Minutes - from _____ to _____	\$ 0.25 per page
<input type="checkbox"/>	Strata Plan	\$ 0.25 per page
<input type="checkbox"/>	Strata Reports for Repairs & Maintenance of Major Items (as per Strata Property Act - Section 35 (2) (n.2))	\$ 0.25 per page
<input type="checkbox"/>	Others - _____	\$ 0.25 per page

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. Please note that all Minutes requests include Strata Council Meetings, AGM and SGM, unless otherwise specified herein:

**Your documents will be ready in seven (7) days and we will contact you when the documents are ready. Should you require expedited service, 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 to 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)

<input type="checkbox"/>	Pick-up: No Charge
<input type="checkbox"/>	Fax : \$ 10.00 per order + GST
<input type="checkbox"/>	Mail : \$ 15.00 per order + GST
<input type="checkbox"/>	Email : \$ 10.00 per order + GST

### Remarks:

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