

# Forms and Documents Price List



SUITE 230 - 12251 No. 1 ROAD, RICHMOND, B.C., V7E 1T6 TEL: (604) 275-6777 FAX: (604) 275-9011

## 1 Prices

Additional Administration fees apply to priority services  
Applicable taxes will be added

	Regular
Form B	\$35
Form B attachments	.25 per page
Form F	\$15
Minutes	.25 per page
Bylaws	.25 per page
Financials	.25 per page
Strata Plan	.25 per page
Engineering Report	.25 per page

PRIORITY SERVICE FEES	
4-6 Days	\$100.00
2-3 Days	\$200.00
Next Day	\$300.00
ADMINISTRATION FEES	
Document preparation Fee	
Fax	\$5.00 (Local)
	\$10.00 (Long Distance)
Mail	Postage

## 2 Service Levels

### REGULAR

Documents will be ready in 7 days as Per the Strata Property Act

### 4-6 DAYS (Priority Service)

Documents will be ready in 4 days

### 2-3 DAYS (Priority Service)

Documents will be ready in 2 days

### NEXT DAY (Priority Service)

Documents will be ready and must be picked up by no later than 3:30 pm on the day following the order, if ordered before 12:00 noon

### CANCELLATIONS

Must be made in writing within 24 hours of placement of order or full charges will apply

### CUT OFF TIME IS NOON

Orders received after this time will not be processed until the next business day.

## 3 Principles of Cooperation

- When requesting documents or information under the Strata Property Act, the Strata Property Agent requires the request to be in writing accompanied by authorization from the property owner (Seller) to the Realtor to act on their behalf.
- The Strata property act provides for the provision of a Form B, Information Certificate and Bylaws or Rules within 7 days and other documents within 14 days. The Strata Property Act also prescribes the fees payable for the preparation of these documents. The fees payable are maximum of \$35.00 (Plus applicable taxes) for a Form B and a charge of up to .25 cents per page (Plus applicable taxes for all requested documents)
- Both parties understand and appreciate the complexities of the strata property transaction and realize that in certain circumstance, documents and information may be required to be obtained within a time frame that is much shorter than that prescribed by the Strata Property Act (7 -14 days). In these instances, it is understood that fees higher than prescribed may be charged at the discretion of the Strata Property Agent.
- It is understood that certain documents may not be provided to owners or to prospective buyers if the Strata Council of the Strata Corporation has instructed the Strata Property Agent that these documents are of a confidential nature. In these Instances it is the responsibility of the Strata Property owner to communicate with Strata Council as the Strata Property Agent is acting on the direction of the Strata Council
- Fees for all documents requested from and provided by a Strata Property Agent must be paid whether the documents are picked up or not.
- The bylaws of a Strata Corporation and Engineering Reports arte sometimes open to interpretation. Neither the Strata Property Agent nor the Realtor should assume the responsibility of providing interpretation. The interpretation of a bylaw or information in question should be at the discretion of either the Seller or the Buyer and their legal counsel engaged to represent their legal interest.