

REQUESTS ACCEPTED VIA FAX ONLY

Request for Provision of Strata Corporation Records and Documents and/or Information Certificate under the Strata Property Act

(For Realtors Only, Lawyers/ Notaries Please Fax The Request on Own Letterhead)



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

1 Contact Information (Please Print)

Name of Person Requesting Documents:		Company (If Agent)	
Phone No: () -	Cell No: () -	Fax No: () -	Email Address:
Requestor's Address:			
Civic Address of Strata Property:		Strata Plan	
Strata Lot Owners Name:		Strata Lot (indicate if more than one):	

2 Documents & Records Requested

Strata Minutes

From ___/___ To ___/___
mm / yy mm / yy

Please mark the applicable box clearly to indicate your request

- Strata Council Meeting(s)
- Annual General Meeting(s)
- Special General Meeting (s)

Other Forms and Documents

- Information Certificate (Form B)
- Current Bylaws
- Current monthly financial statements
- Most recent fiscal year end financial statement
- Registered Strata Plan
- Engineering Report - completed within the last 3 years

3 Owner Authorization

I hereby confirm that I am a registered owner or an agent authorized by an owner and entitled to receive the documents ordered. I agree to pay the charges in full and understand this order is **Non-Refundable**.

Authorized Signature

4 Service & Delivery

Delivery Method

PICK UP Only

Service Request

- Regular (7+ days)
- 4- 6 days
- 2-3 days
- Next Day

Important Information

- Additional administration fees apply to priority services
- We only accept Cash or Money Order

Please see Page 2 for Current Pricing

CANCELLATIONS - Must be made in writing within 24 hours of placing order or full charges will apply

CUT OFF TIME IS 12 NOON - Orders received after this time will not be processed until the next business day. Orders are not provided or processed on Weekend or Holidays.