



**Legal Information Request Form**

Order Date: \_\_\_\_\_ Strata Plan: \_\_\_\_\_ Strata Lot: \_\_\_\_\_ Unit: \_\_\_\_\_

PID #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Vendors: \_\_\_\_\_

Purchasers: \_\_\_\_\_

Registered Owner(s) Name(s) to be on Title: \_\_\_\_\_

Will the Owner reside on premise? Yes  No  (If no, please complete the absent address field)

Absent Owner(s) Mailing Address: \_\_\_\_\_

Possession Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Notary/Lawyer Name (Company): \_\_\_\_\_ Ordered by (Name): \_\_\_\_\_

Company Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ File Number: \_\_\_\_\_

**PLEASE INDICATE REQUESTED FORMS AND/OR DOCUMENTS**

THE FOLLOWING FORMS WILL BE PROVIDED IN 7 DAYS - UNLESS RUSH IS REQUESTED

- |                              |         |                      |                          |
|------------------------------|---------|----------------------|--------------------------|
| <b>FORM F</b>                | \$15.00 | + TAX                | <input type="checkbox"/> |
| <b>FORM B</b>                | \$35.00 | + TAX                | <input type="checkbox"/> |
| <b>DOCUMENTS</b>             | \$0.25  | + TAX PER PAGE       | <input type="checkbox"/> |
| <b>Current Bylaws:</b>       | _____   | YES / NO             | <input type="checkbox"/> |
| <b>Meeting Minutes:</b>      | _____   | Indicate time period | <input type="checkbox"/> |
| <b>Financial Statements:</b> | _____   | Indicate time period | <input type="checkbox"/> |

**ADDITIONAL REQUESTS**

**RUSH** \$100.00 + TAX

Please check RUSH if you want your documents provided in less than 7 days.

(Same day RUSH only if time permitting - Please call to confirm signing authority availability)

**Fax & Mail** This will be at postage cost + TAX

**E-mail & Mail** \$5.00 + TAX

**Digital Copies on USB** \$13.00 + TAX

Please check USB if you would prefer the documents digital (No paper copies)

Form B (Originals) will still be provided on paper as well as digitally.

Cheques must be made payable to the strata (example: " VIS ##### ")

Please, do not write cheques payable to Hutton Condominium Services.

OWNER/AGENTS SIGNATURE: \_\_\_\_\_

Please print name: \_\_\_\_\_