



Realtor Information Request Form

Requests will only be processed upon receipt of this completed form.

Order Date: _____ Strata Plan: _____ Strata Lot: _____ Unit: _____

Name of Owner(s) : _____

Real Estate Company: _____ Requested by Name: _____

Company Address: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

PLEASE INDICATE REQUESTED FORMS AND/OR DOCUMENTS

THE FOLLOWING FORMS WILL BE PROVIDED ON PAPER IN 7 DAYS UNLESS ADDITIONAL REQUESTS ARE MADE

- FORM B** \$35.00 + TAX - **required attachments will be added at \$0.25 per page**
- DOCUMENTS** \$0.25 + TAX PER PAGE
- Current Bylaws:** _____ yes / no
- Meeting Minutes:** _____ indicate time period
- Financial Statements:** _____ indicate time period
- Insurance Summary:** _____ yes / no
- Other Documents:** _____
(Please Specify Exact Documents)

Please note that 'all related documents' or 'any reports' requests are not specific enough.

ADDITIONAL REQUESTS

RUSH \$100.00 + TAX

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

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

You will be contacted when your documents are ready for pick-up.
Payment is to be made at time of pick-up by CASH or CHEQUE ONLY
Cheques must be made payable to the strata (example: " VIS #### ")

We do not accept debit or credit cards

DOCUMENTS WILL BE RELEASED UPON WRITTEN CONSENT FROM THE REGISTERED OWNER(S) OR APPOINTED AGENT.

OWNER/AGENTS SIGNATURE: _____

Please print name: _____