

OWNER & REALTOR DOCUMENT REQUEST FORM

☐ Re-Mortgaging

☐ Subject Removal

STRATA PLAN # _____ STRATA LOT # _____ SUBJECT REMOVAL DATE: _____

CIVIC ADDRESS: _____

REQUESTED DOCUMENTS	REGULAR 7 BUSINESS DAYS	RUSH 3-6 BUSINESS DAYS	URGENT 1 BUSINESS DAY
FORM B	\$35.00 + GST <input type="checkbox"/>	\$100.00 + GST <input type="checkbox"/>	\$200.00 + GST <input type="checkbox"/>
BYLAWS CURRENT	PER PAGE: \$0.25 + GST <input type="checkbox"/>	PER COPY: \$10.00 + GST <input type="checkbox"/>	PER COPY: \$25.00 + GST <input type="checkbox"/>
FINANCIAL STATEMENTS MOST RECENT 2 YEARS	PER PAGE: \$0.25 + GST <input type="checkbox"/>	PER COPY: \$10.00 + GST <input type="checkbox"/>	PER COPY: \$15.00 + GST <input type="checkbox"/>
STRATA PLAN	\$20.00 + GST <input type="checkbox"/>	\$25.00 + GST <input type="checkbox"/>	\$30.00 + GST <input type="checkbox"/>
INSURANCE CERTIFICATE	\$5.00 + GST <input type="checkbox"/>	\$5.00 + GST <input type="checkbox"/>	\$5.00 + GST <input type="checkbox"/>
MEETING MINUTES	PER PAGE: \$0.25 + GST <input type="checkbox"/>	PER MONTH: \$10.00 + GST <input type="checkbox"/>	PER MONTH: \$15.00 + GST <input type="checkbox"/>
2 YEARS INCLUDING AGM & SGM MINUTES <input type="checkbox"/>	LIST MONTHS AND/OR DATES OF SPECIFIC MINUTES/NOTICES NEEDED:		
ENGINEERING REPORTS, WARRANTIES, CERTIFICATE OF COMPLETION	PREPARED BY THE MANAGERS <input type="checkbox"/> DEPRECIATION REPORT <input type="checkbox"/>		
<input type="checkbox"/> FAX - \$5.00 FOR FIRST PAGE \$1.00 FOR EACH ADDITIONAL PAGE + GST <input type="checkbox"/> E-MAIL <input type="checkbox"/> PICK-UP			

Owner Name/Real Estate Firm Name: _____

Address: _____ City: _____ Postal: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Email: _____

NOTE: REQUESTS RECEIVED **AFTER 12:30 PM** WILL BE DEEMED AS RECEIVED THE FOLLOWING BUSINESS DAY. Our best efforts will be made to comply with an "URGENT" or "RUSH" order; however, we cannot guarantee your request will be met. You will be contacted when documents are ready for pickup.

Unless undertaking is provided, payment (based on the applicable Schedule of Charges) is due at the time by **INTERAC to strata.legal@themaxrealty.com**

Date

Signature of Owner/Realtor

The above signature hereby agrees to pay the above charges to Sutton Max Realty and Property Management. for services rendered whether the documents are picked up or not.