

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 ☐	\$100.00 + GST ☐	\$200.00 + GST ☐
BYLAWS CURRENT	PER PAGE: \$0.25 + GST ☐	PER COPY: \$10.00 + GST ☐	PER COPY: \$25.00 + GST ☐
FINANCIAL STATEMENTS MOST RECENT 2 YEARS	PER PAGE: \$0.25 + GST ☐	PER COPY: \$10.00 + GST ☐	PER COPY: \$15.00 + GST ☐
STRATA PLAN	\$20.00 + GST ☐	\$25.00 + GST ☐	\$30.00 + GST ☐
INSURANCE CERTIFICATE	\$5.00 + GST ☐	\$5.00 + GST ☐	\$5.00 + GST ☐
MEETING MINUTES	PER PAGE: \$0.25 + GST ☐	PER MONTH: \$10.00 + GST ☐	PER MONTH: \$15.00 + GST ☐
2 YEARS INCLUDING AGM & SGM MINUTES ☐	LIST MONTHS AND/OR DATES OF SPECIFIC MINUTES/NOTICES NEEDED:		
ENGINEERING REPORTS, WARRANTIES, CERTIFICATE OF COMPLETION	PREPARED BY THE MANAGERS ☐ DEPRECIATION REPORT ☐		
☐ FAX - \$5.00 FOR FIRST PAGE \$1.00 FOR EACH ADDITIONAL PAGE + GST ☐ E-MAIL ☐ 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.