

**STRATA CORPORATION DOCUMENT ORDER FORM**

ADDRESS: \_\_\_\_\_  
STRATA PLAN: \_\_\_\_\_ STRATA LOT: \_\_\_\_\_ PARCEL ID: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_  
OWNER'S NAME (S): \_\_\_\_\_  
COMPLETION DATE: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

**DOCUMENTS ORDERED BY:**  OWNER  AGENT  NOTARY/LAWYER  OTHERS: \_\_\_\_\_

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ EMAIL: \_\_\_\_\_

**NEW PURCHASER'S NAME:** \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WILL RESIDE  WILL NOT RESIDE, MAILING ADDRESS: \_\_\_\_\_

**Request for Forms (✓ your order )**

- FORM "B" ..... \$ 35.00
- FORM "F" ..... \$ 15.00

**Request for Strata Documents (✓ your order )**

- 1 Year Minutes Dates \_\_\_\_\_ to \_\_\_\_\_ \$ 15.00
- 2 Years Minutes Dates \_\_\_\_\_ to \_\_\_\_\_ \$ 28.00
- Single Minutes \_\_\_\_\_ \$3.00/each x \_\_\_\_\_ = \$ \_\_\_\_\_
- Notice / Minutes AGM, SGM \_\_\_\_\_ \$5.00/each x \_\_\_\_\_ = \$ \_\_\_\_\_
- Financial Information \_\_\_\_\_ \$5.00/each x \_\_\_\_\_ = \$ \_\_\_\_\_
- Bylaws ..... \$ 10.00
- Depreciation Reports \_\_\_\_\_ \$0.25/page x \_\_\_\_\_ = \$ \_\_\_\_\_
- Strata Plan / Lot ..... \$ 10.00

**Standard Order - 7 Business Days (No Extra Cost)**

**Rush Order (✓ your order )**

- Within 1-2 Business Days ..... \$ 150.00
- Within 3-4 Business Days ..... \$ 100.00
- Within 5-6 Business Days ..... \$ 75.00

**Delivery Method (✓ your order )**

- By Fax (Maximum 10 pages – Local only) ..... \$ 10.00
- By Email ..... \$ 10.00

Subtotal ..... \$ \_\_\_\_\_

5% G.S.T. .... \$ \_\_\_\_\_

**TOTAL COST FOR ABOVE ITEMS** ..... \$ \_\_\_\_\_

I HEREBY CONFIRM THAT I AM ( ) A REGISTERED OWNER OR ( ) AN AGENT / LAWYER / NOTARY AUTHORIZED BY AN OWNER AND ENTITLED TO RECEIVE THE DOCUMENTS ORDERED. PAYMENT IS TO BE MADE BY CASH OR CHEQUE OR E-TRANSFER AT THE TIME OF PICK-UP. I AGREE TO PAY THE CHARGES IN FULL SHOULD I FAIL TO PICK-UP THE DOCUMENTS AFTER TWO WEEKS FROM THE DATE THEY WERE ORDERED.

\_\_\_\_\_  
NAME OF OWNER / AUTHORIZED AGENT (Please Print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE