

CONVEYANCE REQUEST FORM **SALE** **TRANSFER OF TITLE** **REFINANCE**

NAME: _____ COMPANY: _____

ADDRESS: _____

TEL #: _____ FAX #: _____ EMAIL: _____

DATE OF REQUEST: _____ DATE REQUIRED: _____

COMPLETION DATE: _____ POSSESSION DATE: _____

LEGAL DESCRIPTION

STRATA PLAN #: _____ UNIT #: _____ STRATA LOT #: _____

CIVIC ADDRESS: _____ P.I.D. #: _____

LEGAL DESCRIPTION: _____

VENDOR (S): _____

PURCHASER(S): _____

Residing in unit? (circle) YES / NO If no, please provide a mailing address & phone number**FORM (S) REQUESTED** Form B @ \$35.00 plus GST Form F @ \$15.00 plus GST**Your documents will be ready for pick-up one week (7 days) from the date we receive this information, pursuant to Section 59 of the Strata Property Act, unless specified otherwise below.**If you would like these forms on a **RUSH** please specify – *Note RUSH Costs below.* ONE DAY (24 hrs) RUSH Cost \$200.00 NEXT DAY RUSH Cost \$150.00 3 business days RUSH Cost \$125.00
 4 to 5 business days RUSH Cost \$100.00 7 days NO RUSH Cost***Additional \$10.00 plus GST will be charged if documents need to be mailed or emailed.******No cost for pick ups. Please indicate delivery method of documents:*** _____***Please note:** Rush Fees are in **addition** to the cost of providing the forms and copies. HST is extra on all charges. We accept credit cards, cash or cheque for payment.

CREDIT CARD #: _____ EXPIRY DATE: _____

I agree to pay the fees as specified:

Name: _____ Date: _____