

DOCUMENT REQUEST FORM **OWNER** **REALTOR**

NAME: _____ COMPANY: _____

ADDRESS: _____

TEL #: _____ FAX #: _____ EMAIL: _____

DATE OF REQUEST: _____ DATE REQUIRED: _____

LISTING DETAILS

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

STREET ADDRESS: _____

OWNER(S) NAME: _____

DOCUMENTS REQUESTED Form B Bylaws Site Plan Financial Statements Engineers Report

Minutes for the period: (Inc. AGMs / SGMs) _____ to _____

Other Information Required _____

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 other wise below.**COSTS: Form B @ \$35.00 plus GST other documents @ \$0.25 per page plus GST**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 faxed or 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: _____

Please fax the request to 604-253-5536 or email to: info@assertivenorthwest.com

****Include a copy of the contract signed by the owner with your Request Form or we will not issue any documents. Thanks!**