



# Strataco Management Ltd.

#101 – 4126 Norland Avenue  
BURNABY, B.C V5G 3S8

PHONE: 604-294-4141

FAX: 604-298-2044

E-MAIL : ping@stratacomgmt.com

**HOURS: 9AM TO 5PM (Mon. to Fri.) - CLOSED FOR LUNCH 12:30 – 1:30pm**

## 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 2 – 6 BUSINESS DAYS	URGENT 1 BUSINESS DAY
<b>FORM B</b>	\$35.00 + GST <input type="checkbox"/>	\$70.00 + GST <input type="checkbox"/>	\$100.00 + GST <input type="checkbox"/>
<b>BYLAWS CURRENT</b>	PER PAGE: \$0.25 + GST <input type="checkbox"/>	PER COPY: \$10.00 + GST <input type="checkbox"/>	PER COPY: \$25.00 + GST <input type="checkbox"/>
<b>FINANCIAL STATEMENTS MOST RECENT</b>	PER PAGE: \$0.25 + GST <input type="checkbox"/>	PER COPY: \$10.00 + GST <input type="checkbox"/>	PER COPY: \$15.00 + GST <input type="checkbox"/>
<b>STRATA PLAN</b>	\$20.00 + GST <input type="checkbox"/>	\$25.00 + GST <input type="checkbox"/>	\$30.00 + GST <input type="checkbox"/>
<b>INSURANCE CERTIFICATE</b>	\$5.00 + GST <input type="checkbox"/>	\$5.00 + GST <input type="checkbox"/>	\$5.00 + GST <input type="checkbox"/>
<b>MEETING MINUTES</b>	PER PAGE: \$0.25 + GST <input type="checkbox"/>	PER MONTH: \$10.00 + GST <input type="checkbox"/>	PER MONTH: \$15.00 + GST <input type="checkbox"/>
<b>2 YEARS INCLUDING AGM &amp; SGM MINUTES</b> <input type="checkbox"/>	LIST MONTHS AND/OR DATES OF SPECIFIC MINUTES/NOTICES NEEDED:		
<b>ENGINEERING REPORTS, WARRANTIES, CERTIFICATE OF COMPLETION</b>	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 **CASH, CHEQUE, INTERAC, VISA OR MASTER CARD.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Realtor

The above signature hereby agrees to pay the above charges to Strataco Management Ltd. for services rendered whether the documents are picked up or not.