



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

LAWYER & NOTARY DOCUMENT REQUEST FORM

Conveyance/Sale

Re-Mortgaging

Add/Remove Name From Title

| REQUESTED DOCUMENTS | REGULAR 7 DAYS | RUSH 2 – 6 BUSINESS DAYS | URGENT 1 BUSINESS DAY |
|---------------------|--|---|---|
| FORM B | \$35.00 + GST <input type="checkbox"/> | \$125.00 + GST <input type="checkbox"/> | \$200.00 + GST <input type="checkbox"/> |
| FORM F | \$15.00 + GST <input type="checkbox"/> | \$60.00 + GST <input type="checkbox"/> | \$200.00 + GST <input type="checkbox"/> |
| FORM H | \$15.00 + GST <input type="checkbox"/> | \$30.00 + GST <input type="checkbox"/> | \$50.00 + GST <input type="checkbox"/> |

E-MAIL FAX & MAIL - \$5.00 FOR FIRST PAGE \$1.00 FOR EACH ADDITIONAL PAGE + GST

STRATA PLAN # _____ STRATA LOT # _____ P.I.D.# _____

CIVIC ADDRESS: _____ COMPLETION DATE: _____

LEGAL DESCRIPTION: _____

NEW OWNER'S NAME(S):

SURNAME: _____ FIRST NAME: _____ MR. MS. MRS.

SURNAME: _____ FIRST NAME: _____ MR. MS. MRS.

SURNAME: _____ FIRST NAME: _____ MR. MS. MRS.

Are purchasers to reside in the strata lot? Yes No If NO, please provide forwarding address hereunder:

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 Notary/Lawyer/Conveyancer

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.