



# Strataco Management Ltd.

#101 – 4126 Norland Avenue  
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**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
<b>FORM B</b>	\$35.00 + GST <input type="checkbox"/>	\$150.00 + GST <input type="checkbox"/>	\$300.00 + GST <input type="checkbox"/>
<b>FORM F</b>	\$15.00 + GST <input type="checkbox"/>	\$150.00 + GST <input type="checkbox"/>	\$300.00 + GST <input type="checkbox"/>
<b>FORM H</b>	\$15.00 + GST <input type="checkbox"/>	\$150.00 + GST <input type="checkbox"/>	\$300.00 + 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.