

Must receive email confirmation from our office otherwise there will be a delay obtaining documents



Strataco Management Ltd.

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

PHONE: 604-294-4141
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 DAYS	RUSH 2 – 6 BUSINESS DAYS	URGENT 1 BUSINESS DAY
FORM B	\$35.00 + GST <input type="checkbox"/>	\$150.00 + GST <input type="checkbox"/>	\$300.00 + GST <input type="checkbox"/>
BYLAWS CURRENT	PER PAGE: \$0.25 + GST <input type="checkbox"/>	PER COPY: \$10.00 + GST <input type="checkbox"/>	PER COPY: \$25.00 + GST <input type="checkbox"/>
FINANCIAL STATEMENTS MOST RECENT	PER PAGE: \$0.25 + GST <input type="checkbox"/>	PER COPY: \$10.00 + GST <input type="checkbox"/>	PER COPY: \$15.00 + GST <input type="checkbox"/>
STRATA PLAN	\$20.00 + GST <input type="checkbox"/>	\$25.00 + GST <input type="checkbox"/>	\$30.00 + GST <input type="checkbox"/>
INSURANCE CERTIFICATE	\$5.00 + GST <input type="checkbox"/>	\$5.00 + GST <input type="checkbox"/>	\$5.00 + GST <input type="checkbox"/>
MEETING MINUTES	PER PAGE: \$0.25 + GST <input type="checkbox"/>	PER MONTH: \$10.00 + GST <input type="checkbox"/>	PER MONTH: \$15.00 + GST <input type="checkbox"/>
2 YEARS INCLUDING AGM & SGM MINUTES <input type="checkbox"/>	LIST MONTHS AND/OR DATES OF SPECIFIC MINUTES/NOTICES NEEDED:		
ENGINEERING REPORTS, WARRANTIES, CERTIFICATE OF COMPLETION	PREPARED BY THE MANAGERS <input type="checkbox"/>		DEPRECIATION REPORT <input type="checkbox"/>
<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.

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.