AA Property Management Ltd

STRATA CORPORATION DOCUMENT ORDER FORM (OWNER / REAL ESTATE AGENT)

DETAILS OF THE STRATA LOT(S) / PROPERTY

ADDRESS: _____

STRATA PLAN: _____ STRATA LOT: _____ PARCEL ID: _____

LEGAL DESCRIPTION: _____

DOCUMENTS ORDERED FOR: ☐ SALE ☐ REFINANCING ☐ OTHER _____

OWNER'S/ BUYER'S NAME(S): _____

COMPLETION DATE: _____ DATE NEEDED: _____

DOCUMENTS ORDERED BY ☐ OWNER ☐ AGENT ☐ OTHER

NAME: _____ COMPANY: _____

ADDRESS: _____

PHONE # ( ) _____ CELL # ( ) _____ FAX # ( ) _____

DOCUMENTS ORDERED	WITHIN 5 BUSINESS DAYS	RUSH ORDER WITHIN 2 BUSINESS DAYS	
FORM "B"	☐ $35.00 + $0.25 / PAGE	☐ ADD $50.00	**ALL CHARGES SUBJECT TO G.S.T.**
FORM "F"	☐ $15.00	☐ ADD $75.00	

DOCUMENTS ORDERED	WITHIN 5 BUSINESS DAYS	☐ RUSH ORDERS	
FINANCIAL STATEMENTS MINUTES (includes AGM / SGM) ENGINEER REPORT (if applicable) STRATA PLAN BYLAWS	☐ Current Monthly / Fiscal Year ☐ From _____ to _____ ☐ ☐ ☐ Please tick appropriate box	FOR ALL RUSH ORDERS ADD $50.00	**ALL CHARGES SUBJECT TO G.S.T.**

Note: Photocopying charge is $0.25 / page (plus GST)

I HEREBY CONFIRM THAT I AM ☐ A REGISTERED OWNER OR, ☐ AN AGENT AUTHORIZED BY AN OWNER AND ENTITLED TO RECEIVE THE DOCUMENTS ORDERED. I FURTHER ACKNOWLEDGE THAT I WILL BE REQUIRED TO PROVIDE EVIDENCE OF MY AUTHORIZATION UPON PICK UP. PAYMENT IS TO BE MADE BY CASH OR CHEQUE AT THE TIME OF PICK-UP. I AGREE TO PAY THE CHARGES IN FULL SHOULD I FAIL TO PICK UP THE DOCUMENTS AFTER TWO WEEKS FROM THE DATE THEY WERE ORDERED.

_____ _____ _____

NAME OF OWNER OR AUTHORIZED AGENT (PLEASE PRINT) | SIGNATURE | DATE

RETURN TO: AA PROPERTY MANAGEMENT LTD **ATTENTION: DOCUMENT ADMINISTRATOR**