



Quay Pacific Property Management Ltd.
Langley Office

Please forward form request by:

Mail: #206 – 9440 202nd St., Langley, BC V1M 4A6

Fax: 604-371-2207 | Email: langleyforms@quaypacific.com

Lawyer & Notary Documents Request Form

Version #7 December 2018

CANCELLATIONS

Must be made in writing within 24 hours of placement of order or full charges will apply
CUT OFF TIME IS 12:00 PM NOON

Order received after this time will not be processed until the next business day. Orders are not provided on Weekends or Holidays.

Date of Request (dd/mm/yyyy): _____

Requestor's Contact Information (Please print clearly)				
Lawyer or Notary Office:			Requestor's Name:	
Address Including Postal Code:			Email:	
Phone #:	Cell #:	Fax #:		
Property Information (must be filled out in full or the request cannot be completed)				
Strata Plan:	Strata Lot:	Parcel Identifier (PID#):		
Current Owner's Name:		Legal Description:		
Property Address Including Postal Code:				
Purchaser and Sale Information				
Purpose of Order (Must Check One):	<input type="checkbox"/> Sale/Listing	<input type="checkbox"/> Not a sale Transfer of Title only	<input type="checkbox"/> Refinance	Completion Date:
Unit will be:	<input type="checkbox"/> Owner occupied	<input type="checkbox"/> Rented	<input type="checkbox"/> Existing Tenant <input type="checkbox"/> New Tenant	Possession Date:
Mr./Mrs/ Ms./Dr.	First Name	Last Name		
Telephone Number(s):	Purchaser's mailing address if not residing in unit			
<i>*If not living in suite, Purchaser <u>must</u> complete a Form K – Notice of Tenant's Responsibilities.</i>				
Document Requested (*Applicable taxes will be added to the prices listed below)				
<input type="checkbox"/> Form F - \$15.00 Certificate of Payment <input type="checkbox"/> Form B - \$35.00 Information Certificate including the following attachments: Current Budget, Developers Rental Disclosure Statement (if any), Rules (if any) Depreciation Report (if available) @\$0.25 per page			Important Note: If this Strata Lot is part of a Sectioned Strata, you will receive and be charged for two Form B's. Sectioned Strata Rules and Regulations –www.recbc.ca	
<input type="checkbox"/> Current Bylaws - \$0.25/pg <input type="checkbox"/> Current Monthly Financial Statement - \$1.00 <input type="checkbox"/> Recent Fiscal Year End Financial Statement - \$1.00 <input type="checkbox"/> Registered Strata Plan - \$0.25/pg <input type="checkbox"/> Engineering Reports - \$0.25/pg <input type="checkbox"/> Asbestos Reports - \$0.25/pg <input type="checkbox"/> Insurance Information - \$0.25/pg				
			Strata Minutes -\$0.25/pg <input type="checkbox"/> Council meeting Minutes <input type="checkbox"/> Annual General Meeting Minutes <input type="checkbox"/> Special General Meeting Minutes From: _____/_____/_____ to _____/_____/_____	



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Service and Delivery					
Priority Services *Applicable taxes will be added* <i>RUSH ORDERS are subject to a surcharge over and above the cost of Form(s) and/or copies.</i>					
Standard 7 days	Same Day	24 hours	2 days	3-4 days	5-6 days
<input type="checkbox"/> \$35 – Form B <input type="checkbox"/> \$15 – Form F <input type="checkbox"/> \$50 – Form B & F	not available	Forms fee(s) plus <input type="checkbox"/> \$350	Forms fee(s) plus <input type="checkbox"/> \$240	Forms fee(s) plus <input type="checkbox"/> \$150	Forms fee(s) plus <input type="checkbox"/> \$75
<input type="checkbox"/> Pick up – no additional charge <input type="checkbox"/> Mail (\$10.00 + GST) <input type="checkbox"/> Fax (\$10.00 + GST) <i>-please note additional long-distance charges may apply and we do not fax large orders with several attachments.</i> <input type="checkbox"/> Email (\$10.00 + GST) Email to: _____		<ul style="list-style-type: none"> •Standard Service is as per Strata Property Act. •If Priority level is not specified, standard services time will apply. •Orders received after 12:00 pm noon will be processed the following business day. •Orders not picked up after 3 weeks will be destroyed. Charges will still apply •Please check www.quaypacific.com for current pricing. •If you wish to cancel your request, please call to check the status of your order. If the documents are completed, full charges will apply. 			
Payment Method - a valid credit card number must be supplied or your request will be delayed					
I wish to pay by:					
<input type="checkbox"/> Credit Card (Visa or MasterCard only)		<input type="checkbox"/> Debit (for pick-up only)			
Credit Card #:			Name on Credit Card:		
Expiry Date:			Signature:		
			Date:		

***Information in relation to strata fees, insurance company, move-in/move-out fees or any other information pertaining to your order will be provided as soon as possible. However, there may be a delay in providing this information depending on work load. You will be contacted as soon as it is available. ***