



Quay Pacific Property Management Ltd.

Langley Office

Please forward form request by:

Mail: #206-9440 202nd Street, Langley, BC V1M 4A6

FAX: 604-371-2207 | **E-mail:** langleyforms@quaypacific.com

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.

Strata Documents Request Form

Date of Request (dd/mm/yyyy):

Invoice:

Requestor's Contact Information (Please print clearly)

PERSON AND COMPANY REQUESTING INFO (full mailing address):

Contact Name:	Phone #:	Fax / Email:
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Property Information (must be filled out in full or the request cannot be completed)

Strata Plan:	Suite #	<input type="checkbox"/> Family Transfer of Title	<input type="checkbox"/> Re-Mortgage	<input type="checkbox"/> Listing
Strata Lot:		<input type="checkbox"/> Add/Remove Title	<input type="checkbox"/> Conveyance	

Civic Address:

PID:	Legal Description of Property:
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VENDOR(S):	PURCHASER(S):
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Unit will be: <input type="checkbox"/> Owner Occupied	Physical Move In <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Rented (must complete a Form K)	<input type="checkbox"/> Existing Tenant <input type="checkbox"/> New Tenant
	Physical Move Out <input type="checkbox"/> Yes <input type="checkbox"/> No		

Purchaser's mailing address:	Phone #:
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Subject Removal Date:	Completion Date:	Possession Date:	Email:
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Document Requested (@\$0.26 per page)

Form F - \$15.75 Certificate of Payment (Incl.GST) <input type="checkbox"/> Form B - \$36.75 Information Certificate (Incl.GST) <input type="checkbox"/> Including : Current Budget, Developers Rental Disclosure Statement (if any), Rules (if any) Depreciation Report (if available) * 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 <input type="checkbox"/> Current Monthly Financial <input type="checkbox"/> Engineering Reports <input type="checkbox"/> Insurance Information <input type="checkbox"/> Registered Strata Plan	<input type="checkbox"/> Strata Minutes <input type="checkbox"/> AGM / SGM Minutes From:
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Service and Delivery *RUSH ORDERS are subject to a surcharge over and above the cost of Forms and/or copies (Incl.GST)

Same Day \$367.50 <input type="checkbox"/>	1-2 Business Days \$252.00 <input type="checkbox"/>	3 Business Days \$157.50 <input type="checkbox"/>	4-5 Business Days \$78.75 <input type="checkbox"/>	Standard 7 Days <input type="checkbox"/>
Plus Forms fee(s)	Plus Forms fee(s)	Plus Forms fee(s)	Plus Forms fee(s)	Plus Forms fee(s)

Pick-up (no additional charge) <input type="checkbox"/>	Mail \$10.50 (incl. GST) <input type="checkbox"/>	<ul style="list-style-type: none"> Standard Service is as per Strata Property Act. If Priority level is not specified, standard services 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. 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.
Fax \$10.50 (incl. GST) <input type="checkbox"/>	Email \$10.50 (incl. GST) <input type="checkbox"/>	
Fax	Email	

Payment Method (A valid credit card must be provided 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)
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Credit Card #:	Name on Credit Card:
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Card Expiry Date:	Signature:	Date:
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